

Person Specification

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| Job Title | Data Protection and Information Governance Manager | Department | Legal, Compliance and Assurance |
| Post Number | FIN092 | Unit | Corporate Information Governance |
| Grade | 14 | Salary | SCP 54-57 £60,913-£64,869 |

Criteria (Essential)

Assessment By

| Application | Interview | Test |
|-------------|-----------|------|
| √ | √ | √ |

| <u>Experience</u> | Application | Interview | Test |
|---|-------------|-----------|------|
| Substantial experience of working successfully with Senior Management on complex issues, the development of strategic direction and providing technical and professional advice. | √ | √ | |
| Track record of operating a corporate Information Governance strategy and providing clear advice on policy options and policy development. | √ | √ | |
| Expertise in national and European data protection law, including an in-depth knowledge of the GDPR, UK GDPR, Data Protection Act 2018 and Privacy & Electronic Communication Regulations (PECR). | √ | √ | |
| Significant experience in building, implementing and managing data protection programs. | √ | √ | |
| Experience of working with senior managers and elected members. | √ | √ | |
| Experience of developing and managing a varied work programme, including managing corporate projects. | √ | √ | |
| Substantial experience gained in public sector or similar commercial setting with a good knowledge of principles and practices in relation to performance management and scrutiny. | √ | √ | |

| <u>Qualifications / Training</u> | Application | Interview | Test |
|--|-------------|-----------|------|
| Extensive knowledge of applying the Data Protection Act or other Information Governance legislation/standards in a large public facing organisation. | √ | √ | |
| Able to demonstrate a commitment to CPD (Continuous Professional/Personal Development) | √ | | |
| Relevant Higher educational qualification (Degree level as a minimum). | √ | | |
| Relevant profession qualification in Data protection, i.e. ISEB/BCS Data Protection Certificate, or equivalent. | √ | | |

| <u>Practical Skills</u> | Application | Interview | Test |
|-------------------------|-------------|-----------|------|
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| Have a sound working knowledge of the key issues and legal/technical requirements of managing information security and data protection. | √ | √ | |
| Have a wide appreciation of the current Information Technology landscape including products and developments. | √ | √ | |
| Have an understanding of how Technology and data can help the council deliver better services and transformation. | √ | √ | |
| Ability to effectively oversee budgets, ensuring all financial regulations are adhered to, making informed recommendations and use of budget to achieve optimum value from expenditure (seeking best value at all times), keeping up to date and compliant with internal financial management procedures. | √ | √ | |
| Be a confident skilful communicator: • able to listen, question and respond effectively • able to translate technical information into language the customer understands • able to prepare and deliver both written and oral reports/presentations | √ | √ | |

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| <u>Personal Qualities and Attributes</u> | | | |
| A knowledge of Equality & Diversity issues | √ | √ | |
| Able to influence and persuade others to take a specific course of action when there is no direct line of command and control Able to work to defined quality standards and maintain a high standard of conduct in a statutory role and as a representative Dudley MBC | √ | √ | |
| Able to work cooperatively and constructively within own team and with members of other teams | √ | √ | |
| Able to work independently in an environment of continually changing priorities | √ | √ | |
| Able to work under pressure and meet tight deadlines | √ | √ | |

Prepared By

Tom Senior

Date

29/10/25