



## **JOB DESCRIPTION**

Job Title:	Data Protection and Information Compliance Executive
Division / Dept:	Initially post will be in our Commercial, Digital & Exhibitions division and will move into Finance & Resources in 2019
Contract:	Permanent
Salary:	£40,000.00 - £45,000.00 Per Annum (dependent on experience)

### **Background**

As the world's greatest museum of art and design, the V&A enriches people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

This is an exciting time to join the V&A. Data privacy and data protection are taken seriously by the V&A and it sees recent changes in legislation as an opportunity for it to lead the field in ensuring that it follows data handling policies that respect and empower its staff and visitors.

### **Purpose of job**

This role will be focused on maintaining the V&A's compliance with current data protection and privacy legislation by implementing policy or procedural changes throughout the organisation in a practical way, and by monitoring and supporting ongoing compliance.

You will work with the Data Protection Officer who will be responsible for making strategic and tactical policy decisions and giving advice. Your responsibility will be to carry out changes that follow the DPO's recommendations and ensure that these changes are implemented in ways that involve the V&A community and are sympathetic to its culture.

You will also coordinate the ongoing GDPR roadmap of activities that will further enhance our data protection

### **Main tasks**

- Establish a good working relationship with key members of the business community to build up an understanding of the data related issues the V&A faces and specific issues that arise on an ad-hoc basis.
- Coordinate the GDPR roadmap activities and report back to the DPO and senior management team on progress



- Report to the DPO on a regular basis identifying areas of risk or non-compliance that need attention.
- Audit internal activities to ensure agreed procedures are being adhered to.
- Turn the DPO's recommendations into practical tasks that can be implemented within the organisation to reduce the V&A's overall risk and maintain a high level of legal compliance.
- Work with the departmental Data Champions to ensure that new projects undergo Privacy Impact Assessments and are compliant with legislation.
- Work with Data Champions to ensure any new 3<sup>rd</sup> party contracts that involve data processing are highlighted to the DPO and legal Counsel to ensure they are aligned to legislative guidelines.
- Work with HR to ensure that new staff are given correct training in Data Protection.
- Become proficient in the use of the V&A's Data Compliance tool GDPRReady..
- Ensure the tool is kept up-to-date by regular review and analysis of the different departments within the V&A
- Work with IT to ensure that Subject Access Requests and other Subject Rights Requests are responded to in a timely and efficient manner as required by legislation.
- Work with IT to ensure that breach notifications are responded to in a timely and efficient manner as required by legislation
- Work with the business to identify and resolve potential data integrity issues
- Support other areas of information compliance, such as Freedom of Information and the maintenance of information risk registers.

## PERSON SPECIFICATION

### **Essential requirements**

- Demonstrable understanding of Data Protection and the UK legislation that controls it.
- Self-starter with the ability to identify tasks that needs to be done and work with a high degree of autonomy.
- High levels of IT literacy including Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Good communication skills including an ability to explain concepts, ideas and technologies in a clear and understandable manner to technical and non-technical colleagues and project stakeholders
- Ability to produce clear written material
- Strong analysis and decision-making skills
- Excellent planning and organisation skills
- Experience of operating with a high level of autonomy and to deliver to agreed timescales
- Open to new ideas and change initiatives, with an ability to modify the current approach in the face of new demands

### **Desirable Requirements**

- Detailed knowledge of GDPR and current UK data legislation.



- Project management qualification
- Working knowledge of ITIL processes

#### **V&A Standards**

- Ensure that all activities are performed at a consistently high standard with minimal risk to the V&A, and that opportunities to improve services and processes are identified and actioned
- Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures
- Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity



## OTHER INFORMATION

### Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £40,000 - £45,000 per annum. Salaries are reviewed on an annual basis.

### Annual leave:

28 days plus 8 days public holidays

### Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

### Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

### Application process:

Please apply online via the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs)

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – [contacthr@vam.ac.uk](mailto:contacthr@vam.ac.uk) or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

**Closing date for receipt of applications is Midnight 5 July 2018**

**Interview expenses will not be paid unless there is a prior agreement.**