

Job Description

Data Protection & Equalities Officer

Responsible to	Principal Governance, Regulation and Assurance Officer
Responsible for	N/A
Job Grade	Officer
Purpose	<p>The postholder will hold key responsibilities across three workstreams, and will:</p> <ul style="list-style-type: none">• be Melin's Data Protection Officer• co-ordinate the delivery of Melin's Equality and Diversity Strategy• co-ordinate the implementation of the Welsh Language scheme and ensure compliance with any relevant Welsh Language Standards

Duties & Responsibilities

1. Carry out the role of Data Protection Officer for Melin Homes, by:
 - Informing and advising Melin, its processors and employees of their privacy obligations
 - Monitoring compliance with the regulations
 - Providing awareness training to staff and board members
 - Providing advice with DPIAs
 - Co-operating with and acting as the contact point for the ICO
 - Maintaining an up-to-date suite of GDPR policies and procedures, compliant with legislation and up to date with best practice.
 - Assessing and advising on the technical and organisational measures necessary to protect personal data.
 - Maintaining a privacy governance framework, including regular audit against the ICOs accountability framework.
 - Maintaining up to date records of processing activity, systems, consents, personal data breaches, and access requests.
 - Providing a response to data breaches and requests from data subjects exercising their rights.
 - Serving as the primary point of contact for data protection queries in the business.
 - Preparing reports on compliance for SMT, the Board or Committee.
2. Develop and Co-ordinate the delivery of Melin's Equality and Diversity Strategy, by:
 - Interpreting and ensuring compliance with relevant legislation.
 - Raising awareness of equality issues and promote change.
 - Supporting the Equality and Diversity Working Group.
 - Serving as the primary point of contact for Tai Pawb in relation to QED Leaders accreditation.
 - Advising on the effects of discrimination on grounds of any of the protected characteristics.
 - Preparing reports on compliance for SMT, the Board or Committee.

- Supporting colleagues to carry out equality impact assessments (EIAs).
3. Take responsibility for Melin's Welsh language scheme:

Co-ordinate the implementation of Melin's Welsh Language Scheme by:

 - Ensuring Melin complies with any relevant Welsh Language Standard.
 - Serving as the primary contact point for the Welsh Language Commissioner.
 - Preparing reports on compliance for SMT, the Board or Committee.
 4. Demonstrate commitment to customer care, safety, privacy, and equality by complying with all relevant policy and procedures, in particular those relating to:
 - Health & Safety Legislation – to ensure that safe working practices and procedures are adopted at all times.
 - GDPR legislation – to act in compliance with GDPR and data protection laws, ensuring adherence to GDPR standards. respecting confidentiality and privacy and protecting data subjects' rights
 - Equality & Diversity – supporting the principles and practice of equality of opportunity as set out in the Association's Equality & Diversity Policy.
 5. Undertake any other relevant duties as determined by the Line Manager, Association or Chief Executive.
 6. The postholder will be required to work outside of 'normal office hours', as and when required, against a planned schedule of meetings.

Signed by Postholder		Date	
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Governance Officer – E, D & DP	Version Control	Review Date: November 2022
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Person Specification

Data Protection & Equalities Officer

FACTORS	CRITERIA	ESSENTIAL / DESIRABLE
Education, Training & Experience	<ul style="list-style-type: none"> • Data Protection/GDPR qualification or membership or minimum 3 years' experience in a data protection role. • Excellent interpersonal skills with proven ability to work collaboratively and the ability to relate well to colleagues at all levels • Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail. • Excellent IT skills, with thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint). • Ability to exercise discretion in dealing with confidential or sensitive matters and be able to deliver difficult messages with diplomacy and tact. • Experience and knowledge of systems and processes to ensure effective governance and scrutiny of services • Excellent administrative and organisational skills, with commitment to maintaining user-friendly systems, procedures and records • A commitment to promoting equality, diversity and inclusion • Ability to relate to a wide range of people and build trust of community groups • Experience of building relationships with key stakeholders and decision makers • Proven ability to work independently and on a self-sufficient basis • Presentation and training-delivery skills 	E E E E E D D D D D D D
Knowledge	<ul style="list-style-type: none"> • Understanding of data protection legislation and the obligations of data controllers and processors • Understanding of equalities legislation, the rights of people with protected characteristics and the obligations of service providers and employers • Understanding of the Welsh Language Act and the obligations of service providers and employees • Welsh language skills – while not essential to the role, the ability to speak/write/understand Welsh is valued by Melin 	E E E D