

JOB DESCRIPTION

POST:	Assistant Data Protection Manager
GRADE:	7
LOCATION:	Belfast HSC Trust
RESPONSIBLE TO:	Director of Performance, Planning & Informatics
REPORTS TO:	Senior Manager Data Protection

JOB SUMMARY

The Post holder will ensure that the Trust is aware of its legal responsibilities in the area of Data Protection and will assist the Senior Manager – Data Protection to provide professional support to the Personal Data Guardian and Senior Information Risk Owner (SIRO). He/she will help develop in conjunction with the Information Governance Board and sub-groups thereof all support systems for the implementation and management of Data Protection across the Trust.

The Post holder is required to work with the Trust's Personal Data Guardian and Senior Information Risk Owner (SIRO) to manage the Trust's information flows internally and externally from the organisation.

The Assistant Data Protection Officer (ADPO) will be expected to carry out the DPO role as outlined in Article 38 of the General Data Protection Regulation (GDPR) as well as acting as a point of contact for all data protection issues within the organisation when the Senior Manager is not available.

PRIMARY RESPONSIBILITIES

The Postholder will

- Assist the Senior Manager-Data Protection in ensuring that the Trust is aware of its legal responsibilities under the GDPR, Data Protection Act 2018 and other relevant legislation and guidance associated with the protection of personal information.

- Monitor arrangements for the proper transfer of data to parties external to the Trust and to ensure that transfer agreements for such flows of data are in place.
- Ensure that individuals have appropriate access to their records on request.
- Develop and maintain a register of internal and external data flows from the organisation. He/she will formulate and secure agreements from external organisations regarding the security of data exchanged between organisations
- Provide professional support to managers on operation of Data Protection legislation and the Trust's policies and procedures.
- Investigate or advise on any breaches of the Data Protection legislation and provide reports to the SIRO and assist with the maintenance of a database of data breach incidents and complaints associated with data protection concerns
- Participate or assist in the development of a comprehensive programme of training for staff on Data Protection and other relevant training and make use of innovative technologies for providing this.
- Contribute in the development of new guidelines and procedures as required in relation to the handling of personal data.
- Assist with the development of systems to report, on a routine basis, of performance against data protection standards.
- Contribute to the development of data required for the Trust's information asset register.
- To assist in the production of the information Governance Annual report for Trust Board and other reports for senior managers.

COLLOBORATIVE WORKING

- Work closely with Co-Directors and across corporate functions and Service Groups on all aspects of Data Protection.
- Work closely with the information governance board and the sub-groups thereof in delivering the data protection agenda
- Represent the Trust in collaborative working groups involving Department of Health, HSC Trusts and other stakeholders as required.

Communication and Information Management

- Assist with the performance management arrangements for data protection within the Belfast Trust provide support in the development of key performance indicators.
- Assist the Senior Manager - Data Protection to develop and implement robust monitoring systems on matters relating to data protection and in the development of strategies, objectives and targets.

Quality

- To liaise with the Senior Manager Data Protection to ensure data protection strategies and objectives take cognizance of national and regional standards.
- Participate fully in Trust wide quality initiatives particularly that require data protection.
- Contribute to the implementation of robust systems of risk management in the areas of data protection.

Financial and Resource Management

- To maximize the focus on data protection in all areas of Trust activity

People Management and Development

- Provide leadership to staff working in data protection including the subject access administration team
- Ensure the management structures and arrangements in data protection support a culture of effective team working, staff recognition, continuous improvement and innovation.
- Lead by example in practicing the highest standards of conduct in accordance with the code of conduct for HPSS managers.
- Participate in the Trust's Staff Development and Performance Review Scheme. Review individually on a regular basis the performance of immediately subordinate staff. Provide guidance on personal development requirements and advise on and initiate, where appropriate, further training.
- Ensure that the review of performance identified above is performed for all levels of staff within the Trust in accordance with the Trusts policy.

- Maintain good staff relationships and morale amongst the staff reporting to him/her.
- Delegate appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision making whilst retaining responsibility and accountability for results.
- Participate as required in the selection and appointment of staff reporting to him/her in accordance with procedures laid down by the Trust.
- Take such action as may be necessary in disciplinary matters in accordance with procedures laid down by the Trust.
- Promote the Trust's policy on equality of opportunity through his/her own actions and ensure that this policy is adhered to by staff for whom he/she has responsibility.

Health and Safety Responsibilities

You should note that under the Health and Safety at Work Legislation you are required to take all reasonable steps while at work to ensure your own health and safety and the health and safety of those who may be affected by your acts or omissions at work. You are also required to cooperate fully with regard to the implementation of Health and Safety arrangements and you should not interfere with or misuse anything provided in the interests of Health, Safety or Welfare at Work. Carry out your duties and responsibilities in compliance with health and safety policy and statutory regulations.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

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Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.
http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.



PERSONNEL SPECIFICATION

JOB TITLE / BAND: Assistant Data Protection Manager
HOURS: 37.5 hrs per week

DEPT / DIRECTORATE: Performance, Planning and Informatics

Notes to applicants:

- 1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made - if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Table with 3 columns: Factor, Criteria, Method of Assessment. Rows include Qualifications/Experience and Staff Management.

Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the organisation which will permit them to carry out the duties of the post	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities	<p>Demonstrate significant experience in dealing with a range of data protection issues.</p> <p>Have experience and knowledge of the role of the Data Protection Officer as defined by the legislation.</p> <p>Demonstrate evidence of having experience in meeting deadlines, including planning and organisational skills.</p> <p>Experience of dealing with all grades of staff throughout the Trust and individuals in other organizations eg ICO, PSNI, Solicitors etc</p>	Interview
Knowledge	Significant knowledge of data protection legislation to include experience of exemptions and processing subject access requests	Interview

DESIRABLE CRITERIA

SECTION 3: these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
Other	Qualification in GDPR, Data protection Act 2018 or related information governance subject or willing to complete relevant qualification with 12 month of starting post	Shortlisting by Application Form

If this post is being sought on secondment then the individual MUST have the permission of their line manager IN ADVANCE of making application.

- As part of the Recruitment & Selection process it may be necessary for the Organisation to carry out an Enhanced Disclosure Check through Access NI

before any appointment to this post can be confirmed.

HSC Values

What does this mean?



Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others.

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role