Job title	Senior Information Compliance Officer
Division	University Administration Services (UAS)
Department	Assurance Directorate
Location	University Offices, Wellington Square and other University locations as required with remote working available
Grade and salary	Grade 8: £45,585 - £54,395 per annum with a discretionary range up to £59,421
Hours	Full time
Contract type	Fixed Term for 12 months (maternity cover)
Reporting to	Deputy Head of Information Compliance and Deputy DPO
Vacancy reference	169051
Additional information	

The role

The Information Compliance Team, which is headed by the University's Data Protection Officer, is responsible for ensuring that the University meets its requirements under information compliance legislation[1]. The responsibilities carried by the team are significant as the risks of non-compliance are serious, ranging from financial penalties to reputational damage. Furthermore, the UK's data protection legislation is likely to change in the coming months.

The three main areas of the team's activity are as follows:

• Casework - the handling of requests for information and other rights-based requests (eg. requests for erasure under UK GDPR) and requests from law enforcement bodies;

• Personal data breaches - responding to security breaches or complaints involving personal data; and

• Policy, advisory and regulatory - primarily leading University-wide improvement work, provision of advice and guidance, DPIA consultation, regulatory work.

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[1] Including: the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (DPA), the Freedom of Information Act (FOIA), the Environmental Information Regulations (EIR) and the Privacy and Electronic Communications Regulations (PECR)

The Senior Information Compliance Officer will be a key member of the team, with opportunities to provide specialist support across the breadth of the team's activities and work collaboratively with divisions[2] and functional[3] areas in the context of an evolving regulatory environment. This will involve working as part of an extended team, where a number of posts are partially or fully embedded within divisions and functional areas as required (including this post).

Responsibilities

The postholder is expected to work across all three areas of the team's activity, so the precise split of responsibilities will change over time although the initial focus will be on the latter two of these activities.

Their responsibilities will include the following:

(i)   Providing expert advice and guidance on all matters relating to data privacy, working collaboratively and proactively with a wide range of internal clients and external stakeholders.

(ii)   Advising committees, senior officers and colleagues across the University in a practical and commercial context that identifies and advances solutions to problems; this will vary between a purely legal/compliance perspective and a more constructive, pro-active approach that aims not just to identify problems, but solve them, for example by suggesting an alternative way of achieving the same end result.

(iii)   Advising on, and drafting, policies, procedures and guidance in response to changing legislation and the business needs of the University.

(iv)   Developing new activity specific and University-wide initiatives to address compliance requirements.

(v)   Supporting improvement programmes and projects, including:

      a.   undertaking scoping/planning of proposed work streams;

      b.   managing and maintaining the project plan, ensuring the individual work stream plans are up-to-date, appropriately resourced and on track;

      c.   working closely with stakeholders to understand particular requirements and needs, developing effective working relationships and embedding changes locally;

      d.   maintaining a good understanding of, and relationships with, co-dependent programmes and projects (for example, the Information Security Improvement Programme, Focus).

(vi)   Liaising with, and providing assistance and support to, divisions, departments and faculties, committees and others on an ongoing basis to ensure that data protection requirements are embedded locally. This will include adopting a 'hands on' approach as

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[2] Comprising four academic divisions (Humanities, Social Sciences, Medical Sciences and Mathematical, Physical & Life Sciences) and the Gardens, Libraries and Museums (GLAM).
[3] Comprising administrative departments, such as the Academic Administration Division (AAD), Finance Division, Personnel Services, Development Office, IT Services.

necessary, with the postholder being assigned to support specific divisions and functions as required.

(vii)   Ensuring ongoing compliance through audit activities[4].

(viii) Developing and delivering training and awareness-raising programmes, and related resources and activities, to embed data privacy considerations within the University's organisation and culture.

(ix)   Supporting the use of data protection impact assessments (or equivalent) and completing or reviewing these where necessary.

(x)   Replying to complex and/or sensitive requests under information compliance legislation (for example, subject access requests, erasure requests, freedom of information requests), in consultation with relevant University departments.

(xi)   Supervising the work of other team members working on large scale or straightforward requests.

(xii)   Responding to personal data breaches within strict timeframes, in consultation with the department(s) affected and, where appropriate, the Information Security Team, and maintaining internal records.

        This aspect of the role may involve the postholder undertaking investigatory work to understand the nature of the breach, making recommendations to the Data Protection Officer on whether the breach should be reported to the regulator and taking the lead on post-breach containment and recovery activities.

(xiii) Assisting with the work of user groups and committees that support information compliance activities across the University and representing those groups externally as required.

(xiv)   Developing and maintaining team know-how, and keeping relevant stakeholders up to date, including:

        a.   ensuring that changes in the regulatory environment (for example, legislative changes, case law, action taken by the ICO, ICO guidance and codes of practice, practitioner networks) are monitored;

        b.   maintenance of lists and/or databases used by the team to track requests, monitor compliance, locate precedents or keep abreast of external developments; and

        c.   management reporting.

(xv)   Acting as a point of contact for individuals, external advisors (such as external lawyers and consultancy firms), the Information Commissioner's Office (ICO) and other regulatory bodies as required.

(xvi)   Supporting the continued development of data privacy champions across the University, and collaborative working with other professional service teams who support data management within the University including: Research Services (in particular, research

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[4] Formal auditing will be carried out by the University's internal auditors.

ethics and integrity), IT Services, Information Security Team, Legal Services Office, Purchasing.

(xvii) Supervising the work of other members of the team, either individually or collectively. This may include managing a small team for a particular project or acting as a manager.

(xviii) Identifying, and taking forward, improvements to processes within the team, liaising with stakeholders.

Other duties

The postholder may also be required to assist in the work of the Information Compliance Team and/or the Assurance Directorate more generally, carrying out any other reasonable duties as may be specified from time to time by the Head of Information Compliance and/or the Director of Assurance.

Selection criteria

The postholder will be required to have, and to demonstrate evidence of, the following:

(i) significant expertise in data protection and including: a proven ability to understand relevant legislation and associated regulatory documentation and processes, to interpret it for the layperson, to determine the implications for an organisation and to devise an appropriate response (such as the development of policy or guidance and/or advising on the same);

(ii) experience of managing personal data breaches and/or the provision of legal advice in respect of the same;

(iii) experience of supporting the delivery of delivering large projects or programmes;

(iv) the ability to run effective training sessions such as workshops and seminars and to prepare appropriate educational materials;

(v) excellent oral, presentation and written skills, including the ability to set out advice and arguments clearly, concisely and comprehensively, and in a manner which may be easily understood by those unfamiliar with the topic;

(vi) excellent information retrieval, analytical and problem-solving skills, including the ability to marshal large quantities of information (including statistical data), distil complex issues, summarise accurately, take into account a wide range of views, develop robust arguments, assess risk and find pragmatic solutions under considerable pressure;

(vii) a keen eye for detail and an appreciation of the importance of accuracy;

(viii) strong interpersonal skills, including the ability to interact effectively with a wide variety of colleagues (both internal and external to the collegiate University) and with sensitivity to the different circumstances of individuals and to the competing demands on colleagues;

(ix) strong organisational skills, including accurate record keeping and the ability to prioritise competing workloads under considerable time pressure;

(x) the ability to work without close supervision and to work effectively within a wider team, seeking advice from colleagues and keeping them informed as appropriate;

(xi)   willingness to be flexible and adaptable, and capability of switching effectively between fast-turnaround work and project work (meeting both statutory and internal deadlines);

(xii)   strength of character, including self-motivation and a commitment to completing tasks even under tight deadlines

(xiii)   evidence of diplomacy and sensitivity, and a proven understanding of the need for confidentiality

Desirable selection criteria

In addition, it would be desirable for the postholder to have one or more of the following:

(i)   experience of working in a legal and/or regulatory environment and/or in a compliance-related field in a comparable organisation (for example, another Higher or Further Education institution, the public sector or a large charity); and/or

(ii)   qualification(s) in information compliance and/or records management; and/or

(iii)   experience of processing subject access and/or freedom of information/EIR requests (including the application of exemptions, balancing competing interests, and preparation of submissions to the ICO) and/or the provision of legal advice in respect of the same;

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Assurance Directorate

The Information Compliance Team is part of the Assurance Directorate, delivering professional risk, assurance, information compliance and information security services across the University. For more information please visit: https://governance.admin.ox.ac.uk/assurance

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade **RSIV/D35** and **clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra
 For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.
 There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.
For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.