

Job title	Information Compliance Assistant
Division	University Administration and Services
Department	Assurance Directorate
Location	University Offices, Wellington Square (hybrid working – both from office and home)
Grade and salary	Grade 6: £32,332 - £38,025 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Deputy Data Protection Officer/ Deputy Head of Information Compliance
Vacancy reference	174769

The role

The Information Compliance Team (ICT), which is headed by the University's Data Protection Officer, is responsible for ensuring that the University meets its obligations under information compliance legislation¹. The three main areas of the team's work are as follows:

- Casework - the handling of requests under information compliance legislation (e.g. freedom of information requests; subject access requests, erasure requests), requests for personal data from law enforcement bodies; and complaints about the use of personal data;
- Personal data breaches - responding to security breaches; and
- Policy, advisory and regulatory - primarily leading University-wide improvement work and the provision of advice and guidance.

This role will be based in the Casework section of the ICT and will mainly be responsible for the processing of freedom of information requests and subject access requests, although involvement in other areas of work may be necessary. It provides an exciting opportunity for someone seeking to develop a career in this field and to take responsibility for important areas of work in the context of an evolving regulatory environment.

¹ Including: the UK General Data Protection Regulation (GDPR), the Data Protection Act (DPA) 2018, the Freedom of Information Act (FOIA), the Environmental Information Regulations (EIR) and the Privacy and Electronic Communications Regulations (PECR)



Responsibilities

The postholder will be expected to assist with:

- (i) replying to requests under information compliance legislation (e.g. subject access and FOI requests), in consultation with relevant University departments. This is a busy area of work, with the number of requests received by the University being consistently and significantly in excess of the sector norm. The postholder will be expected to take the lead in answering requests whilst working closely and co-operatively with the departments affected;
- (ii) maintaining of lists and/or databases used by the team to track requests and monitor compliance, with the aim of ensuring that the University continues to respond to at least 90% of requests within the statutory deadline;
- (iii) liaising with stakeholders as required, including, internally, the Public Affairs Directorate and Legal Services Office; and, externally, companies or non-commercial organisations affected by information requests;
- (iv) advising colleagues across the University on the requirements of information compliance legislation, particularly with respect to freedom of information requests and subject access requests;
- (v) contributing to the on-going review of policies and procedures;
- (vi) contributing to the maintenance of the University's Publication Scheme;
- (vii) preparing management data;
- (viii) monitoring changes in the regulatory environment (for example, legislative changes, case law, action taken by the ICO, ICO guidance and codes of practice);and
- (ix) supporting activities of the Information Compliance Team and wider Assurance Directorate to improve the University approach to compliance

Selection criteria

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

- (i) ability to understand and apply legislation and other regulatory documentation and processes;
- (ii) 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;
- (iii) a keen eye for detail and an appreciation of the importance of accuracy;
- (iv) strong organisational skills, including tracking the progress of a large caseload against statutory deadlines, accurate record keeping, and the ability to prioritise competing workloads under considerable time pressure;
- (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) 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;

- (vii) ability to work without close supervision and to work effectively within a wider team, seeking advice from colleagues and keeping them informed as appropriate;
- (viii) willingness to be flexible and adaptable, and to switch effectively between fast-turnaround work and project work (meeting both statutory and internal deadlines);
- (ix) strength of character, including self-motivation and a commitment to completing tasks even under tight deadlines;
- (x) evidence of diplomacy and sensitivity, and a proven understanding of the need for confidentiality; and
- (xi) education to degree level or equivalent work experience.

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 comparable organisation (for example, another Higher or Further Education institution, the public sector or a large charity) and/or in a legal and/or regulatory environment; and/or
- (ii) previous experience of processing information compliance requests, and/or providing advice on data privacy/freedom of information.

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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

University Administration and Services

University Administration and Services (UAS) comprises administrative and professional staff supporting students, academics and researchers across the University. For more information please visit: <https://staff.admin.ox.ac.uk/structure-and-organisation/professional-services-and-university-administration>.

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 departments.

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/](http://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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/reviseddejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.