**Higher Executive Officer**

**Data Protection officer (with responsibility for Freedom of Information)**

**Job Specification**

**About CORU**

CORU regulates Health & Social Care Professionals. Our role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals. CORU was set up under the Health and Social Care Professionals Act 2005 (as amended). It comprises the Health and Social Care Professionals Council and individual Registration Boards, one for each profession named in the Act.

The designated professions under the Act are clinical biochemists, counsellors, dietitians, dispensing opticians, medical scientists, occupational therapists, optometrists, orthoptists, physical therapists, physiotherapists, podiatrists, psychologists, psychotherapists, radiation therapists, radiographers, social care workers, social workers and speech and language therapists. In the future, the Minister for Health may add other professions to be regulated by CORU.

**Data Protection**

CORU will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer that is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful for this role, then your personal data will continue to be processed in accordance for the specified reason of the vacancy that you have applied to, and your data will not be held longer than is necessary. If your application is successful and you accept an offer of employment with CORU, then your personal data will continue to be processed in accordance with CORU personnel file management policy.

CORU may disclose the data that you provided on the application form to external sources for the following reasons; where there is an external assessor assisting in the shortlisting or during interviews to the post which you have applied, and to internal and external auditors.

**Citizenship Requirements:**

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a stamp 4 visa: \* or
5. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**The Role:**

Reporting to the Head of Corporate Services, Data Protection (DP)/Freedom of Information (FOI)I Manager will be a member of the Operational Management Team (OMT). The successful candidate will be responsible for the management of all Data Protection/FOI matters in CORU and ensure that the organisation processes the personal data of its staff, customers, providers or any other individuals in compliance with the applicable data protection rules. The Data Protection/FOI Manager may be required to assist with the implementation of aspects of the corporate governance framework including risk management, internal audit and within the area of the code of corporate governance.

The successful candidate will liaise with CORU’s key stakeholders to ensure all DP/FOI legislative and regulatory procedures are adhered to as well as ensuring there is consistency in discharging CORU DP/FOI functions. The Data Protection/FOI Manager will be responsible for CORU’s statutory functions in the processing of Freedom of Information requests and to act as an FOI decision-maker.

**Key Responsibilities:**

The successful candidate will have responsibility for Data Protection/FOI matters within CORU including:

* Manage CORU’S Data Protection Framework and ensure the organisation’s compliance with Data Protection legislation.
* Advise and monitor all data sharing and all personal data processing to ensure compliance with the GDPR and relevant legislation.
* Act as the first point of contact for internal and external Data Protection (DP) and Freedom of Information (FOI) queries and issues as they arise.
* Engage with the Office of the Data Protection Commissioner (DPC), as supervisory authority; including on-going communication, accommodating any documentation and information requests and providing material for audit or investigation purposes.
* Notifying data protection breaches and incidents (if any occur) to the Office of the Data Protection Commissioner and impacted individuals (data subjects) where required and co-ordinating the breach response.
* Provide updates to the Senior Management Team (SMT), to Council and to the Audit Risk and Governance Committee, reporting on metrics including breach statistics, SARs and FOI.
* Advise Department Managers (SMT/OMT) on the processing of Subject Access Requests (SARs) and FOI requests, seeking extension of time, applying an exemption and sign-off on final copy of information where required.
* Draft new and amend existing DP Policies, audit programmes, procedures, processes and guidelines, as required in accordance with legislation.
* Design Standard Operating Procedures (SOPs) in relation to DP, FOI requests and SARS.
* Review and advise on all Data Processing Agreements (DPA’s)
* Manage the Data Protection Impact Assessments (DPIAS) process from end to end to ensure compliance with GDPR in this regard.
* Provide specialist advice and support and training to CORU colleagues in relation to all data protection-related queries and incidents and establishing a continuous data protection awareness programme across CORU to promote a culture of privacy across the organisation.
* Act as the point of contact in relation to investigations or queries relating to the Office of the Information Commissioner (OIC) matters.
* Responsible for managing FOI unit & administration
* Oversee Co-ordination all FOI Decision Maker Training and Internal Reviewer Training for CORU colleagues with external training providers
* Ensure that CORU FOI policies and procedures are up-to-date taking account of all FOI related developments, including key decisions / court rulings from the Office of the Information Commissioner, and ensuring adherence with all legislative and regulatory obligations.
* Provide line management to any staff assigned to this or other compliance areas of work as requested.
* Lead on relevant Data Protection and FOI projects as required.
* Performing any other duties as may be deemed appropriate by the Head of Corporate Services/CEO.

***This role profile is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.***

**Essential Requirements**

**Essential Qualifications and Experience**

* A relevant third level qualification or 3 years’ experience in similar role
* Hold a professional industry-recognised qualification or equivalent in the area of Data Protection/GDPR
* Demonstrate considerable experience in data protection
* Have a strong knowledge of data protection and good understanding of freedom of information legislation

**Essential Skills**

* Have excellent interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate proven negotiation and influencing skills.
* Be a strategic thinker and have awareness of the political landscape
* Demonstrate the ability to work on own initiative as well as on project teams
* Have excellent planning and organisational skills and the ability to prioritise effectively and manage a significant work load.
* Possess exceptional written and communication skills.
* Display an observable track record of effective judgment, decision making, initiative, and problem solving.
* Have excellent attention to detail and a track record of delivering on targets and objectives.
* Show evidence of considerable critical analysis experience, with the ability to quickly grasp complex issues and communicate them effectively

**Desirable Requirements**

* Post-graduate qualification
* A good knowledge and understanding of the breath of activities carried out by CORU and an understanding of the breath of personal data processing activities carried out by CORU
* Possess deep knowledge of governance within the public service
* Demonstrate experience in Freedom of Information (FOI)
* Project management experience
* Experience in a regulatory environment.

**Recruitment Process:**

Candidates will be notified of the outcome of interview **up to 5 working days** following the day of interviews, with the first day considered as the day after interviews.

**Please note** it is likely that interviews for this position will take place November.

Hybrid working available subject to completion of successful probation.

A panel may be formed for this role. Panels will be live for 6 months as standard with the possibility of extension.