

## **JOB DESCRIPTION**

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| <b>1. Group</b>               | <b>Chief Executives Unit</b>   |
| <b>2. Post Title</b>          | <b>Business Administration Manager</b>   |
| <b>3. Post Number</b>         | <b>To be confirmed</b>   |
| <b>4. Post Grade</b>          | <b>To be evaluated</b>   |
| <b>5. Section</b>             | <b>Corporate Services</b>  |
| <b>6. Responsible to</b>      | <b>Policy and Communications Manager</b>   |
| <b>7. Responsible for</b>     |  |
| <b>8. Main Purpose of Job</b> | To assist with the implementation of the new Data Protection Regulations corporately, and Freedom of Information (FOI) requests. To provide business administrative support to managers. To work with IT to maximise the way we handle personal data in accordance Data Protection Regulations. To ensure customer facing services provide excellent customer service. |
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- 9.0 Specific Duties**
- 9.1** To set up a team(s) within the council including representatives from IT, HR, One Legal, service managers on a regular basis to assist with the implementation of the General Data Protection Regulations (GDPR) across the council.
  - 9.2** To meet with the Data Protection Officer (DPO) and inform the relevant managers of identified risks and actions to be taken.
  - 9.3** To create a data register to meet record keeping requirements and to audit current data processing practices against requirements under the GDPR.
  - 9.4** To ensure that systems and processes are in place to comply with GDPR, including subject access rights and data breach requirements to meet the timeframes required by GDPR.
  - 9.5** To liaise with IT and service managers to ensure IT systems can discover all personal data easily in backup's and archives.
  - 9.6** To be responsible for ensuring that the council integrate privacy by design and default into operational practices. This includes ensuring collecting the minimum amount of information, considering privacy from the outset of each project involving personal data and ensuring that the organisation engages with relevant business areas early on.

- 9.7** To create and/or review corporate policies and procedures. This will include policies and procedures specifically related to data protection (e.g. employee data protection policies and subject access procedures), as well as all other policies and procedures that contain data processing elements. These will need to contain clear and practical guidance on GDPR compliance.
- 9.8** Develop a data breach response programme for prompt notification, allocating responsibility for investigating a breach, containing the breach and making a report so that a response can be given within 30 days.
- 9.9** To work with contract managers to ensure that contracts and procurement procedures comply with requirements related to third party data processors.
- 9.10** To liaise with managers to review staffing requirements for ongoing data protection compliance following the implementation of the GDPR.
- 9.11** To arrange and assist with training for all staff, following the introduction of new data protection policies. Ensure Data Protection training is mandatory and refresher training is provided on an annual basis and monitor the take up of training.
- 9.12** Implement regular audits against defined metrics (eg the number of privacy complaints, completion of training and data breaches suffered) to assess the ongoing success of the compliance programme.
- 9.13** To work with IT to ensure that there is investment in new technology to ensure that IT systems are able to protect personal data, and that this is monitored annually (IT systems must be kept up to date).
- 9.14** To identify administrative support across the council that can be provided to managers when a business need arises.
- 9.15** Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy, and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.
- 9.16** To manage risk and to help formulate and comply with the Council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under your control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.]
- 9.17** To adhere to all Council Policy, in particular Equal Opportunities.
- 9.18** To undertake any other duties properly assigned from time to time by the Chief Officer which are appropriate to the grade and character of the post.