



The role

We are looking for an individual who has a genuine excitement and understanding in the importance of compliance and safeguarding data.

You will support the Data Protection and Security Specialist in their role and together, ensure continued and future compliance with data protection laws. You will contribute to other compliance activities including the reviewing and amending of commercial agreements.

Working closely with others from across the business, you will support, identify, document and analyse the key areas relevant to Information Security.

Responsibilities

- To support the Data Protection and Security Specialist with requirements gathering, analysis and documentation as required
- To support the organisation with working towards recognised standards e.g. code of conducts and ISO 27001
- To advise/ assist and to monitor creation of vendor and supplier due diligence, implementation of DPIAs and internal processes
- Providing training for employees, creating GDPR awareness and training materials as required.
- Assisting with Commercial Contracts
- Where required inform and advise clients about our obligations to comply with the GDPR and other data protection laws
- In the absence of the Data Protection Specialist, be point of contact for the supervisory authority and for individuals whose data is processed (employees, clients etc.).
- Supporting development of implementation project plans
- Assisting with the drafting and development of relevant policies and procedures.
- Assisting the organisation with any changes required in business processes
- Gathering, documenting, and validating requirements as they relate to the Technology, Marketing, HR and other areas of the business.
- Collaborating with IT Manager, Product Development Manager, Systems Architect and key personnel to ensure compliance and audit trail
- Ensuring awareness of GDPR requirements to user stories and technical design requirements
- Keeping up to date on data protection laws, best practise and guidance as released from the supervisory authority

Traits /skills

- Proficient with Microsoft Applications, report creation and delivery
- Ability to handle confidential information
- Ability to exercise good judgment
- Ability to prioritise and manage multiple tasks
- Proactive ability to lead by example
- Ability to deliver interactive presentations and workshops to groups of various sizes
- Excellent communication skills both written and verbal

Preferable not essential

- Experience within a privacy/data protection type role
- Experience implementing ISO standards
- Commercial Contracts experience
- Experience of IT System security, on and off premise
- Prior data protection project implementation experience,
- Knowledge about GDPR and a good understanding of online technologies and their privacy implications and security risk
- Related privacy/data protection/security certifications
- Previous experience with compliance frameworks and methodologies
- Working knowledge of Governance, Risk Management, Compliance and Audit tools

You may have an interest or be working for an organisation that provides a relevant background involving data protection. This is a role you can learn and further develop your interest in data protection and compliance. Whatever your current role, you will be passionate about continuing the culture for Data Protection throughout our organisation.

Salary £17-24k pa, dependent on experience

The Company

Best Companies is a workplace engagement specialist, helping our client's measure and improve employee engagement levels. Each year we research and produce the Best Companies to Work For lists, published in the Sunday Times. We have also developed our own nationally recognised Accreditation standard, awarded annually to organisations with exceptional levels of employee engagement.

At Best Companies we offer a fantastic opportunity for the right people to develop within a people-focused organisation. We fully support your career aims and will provide relevant training to help you be the best you can be.

Our offices are located between Chester and Wrexham and is easily commutable (by car) from the Wirral, North Wales and Cheshire.

Benefits

- Annual leave 25-30 days depending on length of service
- Sports and fitness allowance
- Private Health Insurance after 3 months
- Pension – after 3 months 3% of salary from company and 3% employee contribution.
- Life Insurance – after 3 months (4 times salary)
- Flexi-time
- Free car parking
- Free lunch

How to apply

If you think you're a good fit for this position you can apply by sending an email to careers@b.co.uk containing your CV and cover letter telling us why.