

Northern Education Trust – Job Description

Job Title:	Compliance and Data Protection Officer	JE Reference:	JE404
Base:	Central Team		
Reports to:	Chief Operating Officer/Senior Information Risk Owner (SIRO)	Grade:	Grade 9
Service responsibility:	Compliance and GDPR	Salary:	£55,802-£58,517 (pay award pending)
Additional:	Some travel may be required.	Term:	37 hours, 52 weeks

JOB PURPOSE

- To be the trust’s named Data Protection Officer (DPO) and provide specialist support and advice across the trust on all information governance matters, including interpretation of legislation relevant to information governance and management.
- Lead on the development and implementation of the information governance strategy across the trust.
- Be a key member of the Information Governance Steering Group (IGSG), acting as Chair in the absence of the SIRO.
- Ensure the trust complies with all legal requirements related to data protection including the UK Data Protection Act 2018 (DPA), UK General Data Protection Regulation (GDPR), Freedom of Information Act 2000 (FOI) and all other subsequent and relevant legislation.
- Lead on compliance matters to ensure the trust is compliant with all statutory legislative requirements; also taking into account best practice.
- Take a lead role in the preparation and planning of internal scrutiny and testing of key systems and procedures.
- To ensure all legislative requirements for Companies House are adhered to, including any subsequent legislative updates. This includes but is not limited to registering and updating trustee, accounting officer and CFO details within 14 days of appointment/change; and ensuring the confirmation statement and all other statutory returns are submitted at the appropriate time and within deadline.

JOB SUMMARY

Data Protection

1. To act as the DPO and ensure the trust’s information governance policies, processes and practices comply with data protection legislation.
2. To provide advice and guidance to staff at all levels in relation to data protection issues.
3. To act as Information Governance Officer and coordinate responses to both Subject Access Requests, under the Data Protection Act 1998, and Freedom of Information (or any successor legislation) requests.

4. To be a point of contact for the office of the Information Commissioner.
5. Be the assigned Information Asset Owner (IAO) in the central team for NET systems within the GDPR/Compliance function. Understand what information is held, what is added and what is removed, how information is moved and who has access and why.
6. When required, attend and play a key role in hearings and other legal proceedings.
7. Lead on complex information governance complaints received by complainants or the regulator (Information Commissioner). This includes investigating, reviewing and preparing robust technical responses to their investigative questions.
8. Seek advice from the trust's legal provider on complex matters.
9. Monitor compliance with data protection legislation across the trust, including putting in place measures which will reduce the likelihood or impact of any potential sanctions as a result of action taken by the Information Commissioner.
10. Lead on ensuring good practice in records management and retention across the trust.
11. Investigate and risk assess data protection breaches reporting those which meet the appropriate threshold to the Information Commissioner within statutory deadlines. Continue to act as the point of contact for the ICO through their investigation process collating information from within the trust and responding within required timescales. Liaise with the SIRO in regard to all incidents.
12. Lead on the delivery of training for staff on data protection requirements and monitor training completion, taking appropriate action to maximise completion rates.
13. Ensure the trust's information governance policies, processes and practices comply with data protection legislation.

Compliance

1. Liaise with external stakeholders, e.g. DFE and key individuals e.g. auditors.
2. Collaborate with the chief operating officer/chief financial officer and collate information for reports and returns to statutory bodies.
3. Lead on a wide range of compliance activities, carrying out internal compliance checks to ensure that academies and the central team are working to trust policies, procedures and practices, including statutory requirements.
4. Keep a register of all trust policies and their review dates, ensuring policies are reviewed by the appropriate nominated officer and taken to the executive/trust board for approval.
5. Circulate policies to all key stakeholders once the executive/board has approved them.
6. Monitor employee and other stakeholder understanding of the policies through assessment, and analyse staff responses to the assessments so this can be fed into bespoke training as appropriate.
7. Collaborate with the executive regarding internal scrutiny plans and testing, agreeing the scope with the CEO and auditors.
8. Ensure audit recommendations for specific academies are implemented in a timely manner. Escalate areas for concern to the executive.
9. Produce strategic summary reports and data to demonstrate that statutory requirements are being met.
10. Ensure academy websites and the trust website are compliant with all statutory requirements.
11. Lead on training for key personnel to ensure best practice is implemented across the trust.
12. Support new academies joining the trust to ensure that all trust policies, procedures and practices are implemented as quickly as possible and to the highest standard.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

- 2. To follow all safeguarding and child protection policies and procedures

General

- 3. To participate in wider trust meetings and working groups as required
- 4. Line manage nominated staff, carrying out their appraisal and ensuring performance is of a high standard.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

This job description was last updated on 17.04.26.