

The image shows the entrance to a building at Norwich University of the Arts. The building is made of dark, textured stone with a prominent arched doorway. The entrance is partially obscured by lush green foliage in the foreground, including a tree with bright green leaves and small red berries on the right, and various plants on the left. A yellow rectangular box is overlaid on the left side of the image, containing text.

**NORWICH
UNIVERSITY
OF THE ARTS**

**Data Protection
Compliance Manager
0.5 FTE**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Data Protection Compliance Manager

This is a part-time position of 0.5 FTE (18.5 hours per week).

Salary:
£18,549.50 to £22,131.50 per annum

(pro rata from a full time salary of £37,099 to £44,263 per annum)

This is a fantastic opportunity to join a forward-looking specialist arts university which has ambitious plans. We are seeking a Data Protection Compliance Manager to manage the day-to-day operation of the University's Data Protection Policy and Freedom of Information policies and procedures.

The postholder will act as the Data Protection Officer for the University, undertaking the roles and responsibilities of a Data Protection Officer as outlined by the Information Commissioner's Office.

You will have experience of working with compliance procedures and audit processes and be able to design and implement policies that will ensure that staff, students, and other stakeholders are able to engage with complex legislative requirements and operate in a manner that promotes data protection and information security. You will provide regular reports on compliance to senior management and the University's Board of Governors.

You will be responsible for the design, delivery of staff training materials and guidance materials and for monitoring and reporting on completion of mandatory training modules. Excellent communication skills and the ability to engage with a range of stakeholders are essential for this role.

If this role is of interest to you, please don't delay in sending us your application. We will review applications and interview on an ongoing basis and the vacancy will close as soon as an appointment has been made.



Job Description

Data Protection Compliance Manager

Reporting to: Pro Vice-Chancellor
(Student Experience) & Academic
Registrar





Job Purpose

The role holder will be the University's Data Protection Officer, ensuring that the University remains compliant with its regulatory obligations under the Data Protection Act 2018 and Freedom of Information Act, working across the University to embed a culture of learning and continuous improvement in managing information and keeping data secure.



Main Responsibilities

- Act as the University's Data Protection Officer and undertake the expectations of a person within that role, and act as first point of contact for data subjects, regulatory authorities, sector bodies, and other external enquirers.
- Provide advice and guidance for University staff and students on all matters related to data protection, data sharing, data protection impact assessments, information handling and privacy by design, and to work with the IT Services team to jointly ensure that the University's information security policies and procedures are fit for purpose and support secure data management.
- Lead on evaluating new legislation and regulatory changes, and ensure that the University's policies, procedures, and guidance remain compliant and promote best practice and continuous improvement in the management and protection of data.
- Be responsible for investigating breaches of the Data Protection Act/GDPR and undertaken reporting and remedial action as required, and maintaining comprehensive records as required by the act.
- Manage subject access requests ensuring that these are handled in accordance with published expectations and timeframes.
- Design, manage and deliver training to promote and maintain awareness of data protection issues and responsibilities. This can be through the University's online training platform or in person.
- Maintain records, documentation and logs to enable the University to demonstrate its compliance with its legal and regulatory requirements, through internal audits and the provision of regular reports to the University's Senior Management Team and Board of Governors.
- Work flexibly and collaboratively with members of the University community to ensure that data protection and information security is at the forefront of all activities.
- Manage the University's Freedom of Information requests and publication scheme to ensure that we remain legally compliant and that requests are dealt with in accordance with the ICO guidance and within expected timeframes.



Person Specification

Essential

- A relevant data protection practitioner certificate or Certified Data Protection Officer (C-DPO) qualification, or significant experience in working in a data protection related role in a commercial, educational, or non-profit organisation.
- Extensive knowledge of the UK General Data Protection Regulation (UKGDPR), Data Protection Act 2018, and Freedom of Information Act.
- Experience of designing and operating quality assurance or compliance policies and procedures to meet legislative and audit requirements, and of effectively engaging stakeholders in implementation of policy design and change.
- Experience of delivering training and/or running awareness raising campaigns
- Excellent analytical and problem-solving skills, with the ability to understand, interpret and apply complex legislation, and evaluate the implications of legislative changes, in an operational context.
- Confidence and diplomacy to communicate effectively with senior post holders, governors, official visitors, students, and staff, and the ability to maintain confidentiality when handling sensitive data.
- Ability to plan, organise, and prioritise own workload effectively in an environment with demanding deadlines.

Desirable

- Experience of working with Freedom of Information requests
- Direct experience of managing and responding to subject access requests.

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis, to commence as soon as you are available.

Hours of Work

The standard hours of work are not less than 37 hours per week. The hours for this role are 18.5 per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 7, which is from £18,549.50 to £22,131.50 per annum

(pro rata from a full time salary of £37,099 to £44,263 per annum)

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application forms in either PDF or DOC format, and we cannot accept application forms in .pages format.

If this role is of interest to you, please don't delay in sending us your application. We will review applications and interview on an ongoing basis and the vacancy will close as soon as an appointment has been made.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



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