

Job Description

DPIA Coordinator and Paralegal

Salary:	Grade 5
Contract:	Full time, ongoing
Location:	Canterbury Campus
Responsible to:	Data Protection Manager (& DPO) with dotted line to Deputy Director (Legal and Compliance Services)
Job family:	Administrative, professional and managerial

Job purpose

The purpose of the DPIA Coordinator and Paralegal role is to support the processing of Data Protection Impact Assessments (DPIAs) and, more broadly, to assist in delivering in-house legal advice to the University.

The DPIA Coordinator and Paralegal will report to the Data Protection Manager (the University's statutory Data Protection Officer, DPO) in respect of data protection responsibilities, supporting management of the DPO mailbox ('dpomatters') and ensuring that data protection policies and guidance are followed for all DPIAs, assisting in the provision of legal and policy advice to staff in relation to the relevant policy and legislation.

Through a dotted line report to the Deputy Director (Legal and Compliance Services), they will also contribute to the provision of a professional legal service across broader areas, which supports the University to mitigate risk and to make confident decisions across all academic, commercial, regulatory and governance activities. They will assist in the preparation and review of DPIAs, academic partnerships, commercial and contractual documentation; develop and maintain standard form documents; assist with providing advice, handling complaints, claims, disputes, litigation and other proceedings.

They will be required to work both on their own initiative and in collaboration with internal and external stakeholders.

Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the role, may also be assigned from time to time.

- Help to ensure that Data Protection policies and guidance are followed for all DPIAs
- Liaise with Information Custodians and other staff to raise awareness and knowledge about how to complete a DPIA and manage expectations about the processes and timescales involved
- Provide written and face to face advice, guidance and assistance to staff who are tasked with completing a DPIA
- Support the DPO to monitor and manage the 'dpomatters' mailbox to ensure that requests for support with DPIAs are responded to in a timely manner
- Signpost staff to existing relevant resources, templates and training on SharePoint and Moodle relating to DPIAs
- Review and provide advice on DPIA screening tools
- Review and comment on draft DPIAs to ensure that they have been fully completed in line with the DPIA guidance
- Monitor numbers of DPIAs and timescales for completion to facilitate management reporting
- Assist the Deputy Director (Legal and Compliance Services) in delivering legal advice to the University

- Undertake research on law and regulation applicable to the University's operations
- Build knowledge of the University's operations to understand the context in which advice on legal risk is given
- Collect and organise research material and other relevant papers for review
- Liaise with and assist externally appointed law firms as necessary
- Help to develop and maintain matter management and reporting systems and protocols, using the University's existing systems and processes
- Keep matter files organised and up to date in electronic format, with regular reporting to managers
- Draft and review formal legal documents, such as contracts, as well as correspondence with internal clients and other parties
- Prepare reports and research notes for review
- Gather relevant information from colleagues across the University in connection with legal advice requests
- Arrange meetings and assist during meetings, including minute/note taking
- Communicate with internal clients to assist with legal queries and keep them apprised of progress and outcome
- Attend to usual administrative tasks, such as document preparation, photocopying, making and receiving phone calls, correspondence etc.
- Maintain the high standards of confidentiality and conduct applicable to legal professionals

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The job holder will be expected to operate using their initiative, collaborating across internal directorates, schools and departments, seeking advice from senior colleagues in Data Protection and Legal Services where appropriate.
- They will be required to manage a workload with competing demands and deadlines. The role holder will agree objectives and overall priorities with their line manager and manage most unexpected/unplanned work within overall timeframes and to resolve day to day operational difficulties, under supervision from their line manager.
- They will need to exercise consistent, positive and persuasive communications across the University to ensure the appropriate structures, frameworks and methods for the oversight of University activities are in place, ensuring they act within the law, sector guidance, and with integrity, meeting regulatory requirements.
- The role holder should role model the Nolan principles of public life, coaching and mentoring as appropriate

Facts & figures

The role holder will be part of the Data Protection team, comprising of five people including the Data Protection Manager. The Assurance and Data Protection Office sits within the Directorate of Governance, Assurance and Legal Services. The role holder will communicate with approximately 20+ staff and students each week.

Internal & external relationships

Internal: Executive Group, Heads of Schools, Professional Services Directors, heads of sections in professional services areas, staff, students, Kent Students Union.

External: External legal advisors, third parties, regulatory bodies e.g. Office for Students, ICO, professional and accreditation bodies, other universities and partners, government bodies and departments, e.g. UKVI, governance and legal networks.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A Level or equivalent plus work experience in a relevant role (A)
- A good understanding of UK data protection legislation and legal framework (A,I)
- Willingness to learn and develop knowledge of the legal requirements relevant to the Higher Education sector (A,I)
- Experience of handling personal and confidential information (A,I)
- Experience of managing a varied and time-pressured workload (I)
- Excellent writing skills, with the ability to develop high quality legal drafting skills (A,I)
- Good attention to detail and accuracy (I)
- Experience of communicating clearly to staff at all levels through a range of mediums appropriate for the message (A,I)
- Ability to establish effective and efficient procedures that adhere to policies (I)
- Ability to work effectively as part of a team (I)
- Ability to exercise clear, informed judgement and to be decisive (I)
- Ability to work in a consultative and collegiate way, and to seek advice from senior colleagues when needed (I)
- Commitment to a high quality and customer-focussed service (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- An undergraduate Law degree or other specialist paralegal/legal executive professional qualification (or working towards one) (A)
- Knowledge of legislation in the context of higher education and related fields and current best practice in the area (A,I)
- Experience of Data Protection Impact Assessments (A,I)
- Commitment to developing as a legal professional and/or qualifying as a solicitor (I)
- Experience of managing enquiries and giving advice (A,I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage