



Person Specification			
<b>Post title</b>	Data Protection Compliance Officer	<b>Grade</b>	M / £45,091- £46,142 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Expert knowledge of the UK General Data Protection Regulation and the Data Protection Act 2018 and related legislation, guidance and best practice	CV/SS, I
S2	Extensive knowledge of best practice in relation to Information Sharing and Data Processing Agreements	CV/SS, I
S3	Expert knowledge of relevant Information Rights legislation such as the Freedom of Information Act, EIR and Local Government Transparency Code	CV/SS, I
S4	Experience of data protection and information governance within a large organisation.	CV/SS, I
S5	Experience of providing advice and assistance on dealing with Subject Access Requests and Requests for Disclosure	CV/SS, I
S6	Experience of working in local government or in the public sector	CV/SS, I
S7	Experience of project management and delivering training programmes	CV/SS, I
S8	Knowledge of relevant local government legislation, including the Local Government Acts of 1972, 1985 and 2000	CV/SS, I
S9	Proven ability to design processes and procedures to deliver improved information security across the Council	CV/SS, I
S10	Ability to work with staff at all levels and provide advice and assistance to them on data protection and wider information governance issues	CV/SS, I
S11	Ability to network effectively between internal and external stakeholders and possess a high level of interpersonal skills	CV/SS, I
S12	Ability to advise elected Members and Council Committees	CV/SS, I

June 2024





S13	To be able to demonstrate an ability and commitment to working as part of a team in a flexible and responsive manner	CV/SS, I
S14	To be able to perform to consistently high standards, whether working individually or as a member of a team, delivering accuracy and competency at all times	CV/SS, I
S15	To have a high degree of flexibility, with the ability to prioritise a complex and diverse workload often to tight deadlines	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	To demonstrate a commitment to continuous learning and development	CV/SS, I
<b>Communication</b>		
C1	Excellent communication skills	CV/SS, I
C2	The ability to be articulate and accurate in relation to data protection issues	CV/SS, I
<b>Qualifications</b>		
Q1	Relevant degree or professional qualification in Data Protection or Information Management	CV/SS, C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

June 2024





*Knowsley Council*

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

*June 2024*

