



Report ID-0261

Helpdesk Report: Data Protection Officer

by

Incomes Data Research

November 2021

This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

Any queries relating to this report should be directed to:

t: +44 (0) 1702 669549

e: marketdata@incomesdataresearch.co.uk

Incomes Data Research Limited. Registered in England & Wales. Company No. 09327550.
Registered address: 71-75 Shelton Street, London WC2H 9JQ

Correspondence address: Incomes Data Research, The Studio, The Old Gasworks, 43 Progress Road, Leigh on Sea, Essex SS9 5PR

Contents

1. Introduction	4
2. Market salary data	4
2.1. Market data	4
2.1.1. NHS data	4
2.1.2. Other data sources	5
3. Job advertisements	6
3.1. Data	6
3.2. Job advertisements	6

1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role:

- Data Protection Officer

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The following sections provide the aggregate market salary for full-time Data Protection Officer.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band(s) likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff, is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Data Protection Officers, known as Information Governance Managers, in the NHS are typically employed on pay Band 7 and the current salary range is between £40,057 and £45,839 a year. Roles based in London and high-cost areas in the South East/South qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,608 and a maximum payment of £7,097;

- Outer London – 15% of basic salary, subject to a minimum payment of £3,898 and a maximum payment of £4,967;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,066 and a maximum payment of £1,845.

2.1.2. Other data sources

Compliance/Governance Executive, Rank 3

Selection Criteria	Lower Decile	Lower Quartile	Median	Upper Quartile	Upper Decile
National Range	£32,964	£36,389	£42,811	£49,660	£56,510
Industry: Public Administration	£32,634	£36,025	£42,382	£49,164	£55,945

Source: Commercial survey

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1.Data

Job advertisements

Ref.	Organisation	Job title	Min	Max
ID407	Vale of Glamorgan Council	Information Manager and Data Protection Officer	£43,587	£46,845
ID408	Driving and Vehicle Standards Agency (DVSA)	Data Protection Officer	£48,774	£48,774

3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.



(/) Vale of Glamorgan Council Cyngor Bro Morgannwg

Information Manager and Data Protection Officer

✓ Apply online ([https://apply5.lumessetalentlink.com/apply-app/pages/application-form?](https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QAUFK026203F3VBQB68V47V8H-3601&langCode=en_GB)

[jobId=QAUFK026203F3VBQB68V47V8H-3601&langCode=en_GB](https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QAUFK026203F3VBQB68V47V8H-3601&langCode=en_GB))

CLOSING DATE

14-Dec-2021

REFERENCE NUMBER

RES00162

LOCATION

Barry

ACTUAL SALARY

£43,857.00 - £46,845.00 per Year

CONTRACT TYPE

Permanent

POSITION TYPE

Full Time

About us

We are looking for an Information Manager/Data Protection Officer to lead our corporate information governance, including data protection.

This is a great opportunity for an experienced Data Protection Officer/Information Management professional with experience of leading and managing a team, who is looking for their next challenge. You will be taking forward an existing team of Information Governance Officers and an Assistant Lawyer and will be provided with plenty of opportunity to make a positive impact whilst being a lead for a crucial area for the Council.

About the role

Pay Details: Grade 11 SCP 40 – 43 £43,857 - £46,845

Hours of Work / Working Pattern: Monday to Friday, 37 hours per week, 8.30am – 5.00pm

Main Place of Work: Civic Offices (opportunity for home working)

Description:

As a trusted advisor, you will support the Council's Senior Leadership Team, Senior Information Risk Owner, and the Proper Officer for Freedom of Information and Regulation of Investigatory Powers Act in all matters relating to the Council's compliance with the

responsibility, compliance in all matters relating to the economic compliance with the legislation, accountability and risk relating to information management and governance.

You will be required to undertake the statutory Data Protection Officer role to monitor internal compliance, inform and advise on the organisations data protection obligations, monitor and advise on data breaches, Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Information Commissioner's Office (ICO).

About you

You will have a high level of personal integrity and an ability to maintain a high degree of confidentiality with a can-do attitude.

You will have significant experience of the day-to-day management of information governance, and data protection. The ability to interpret sometimes complex legislation within a highly regulated environment. Have proven professional experience and expert knowledge of data protection law and practices, including the Freedom of Information Act 2000, The Environmental Information Regulations 2004, The General Data Protection Regulation, and the Data Protection Act 2018. You will have an aptitude for using Microsoft Office and O365 tools.

We offer excellent staff benefits including a competitive salary, generous pension contribution, flexible working, and an employee assistance programme.

Additional information

DBS Check Required: Basic / Standard

For Further Information, and for an informal discussion about the post please contact: VDavidson@valeofglamorgan.gov.uk

Please see attached job description / person specification for further information.

Available documents

- Job Description Information Manager X-DS-AA002 ENG.pdf (https://emea5-foc.lumessetalentlink.com/tlk/pages/fo/download_job_file.jsp?ID=QAUFK026203F3VBQB68V47V8H&nDocumentID=145345&ptId=3601)
- Person Specification Information Manager X-DS-AA002 ENG.pdf (https://emea5-foc.lumessetalentlink.com/tlk/pages/fo/download_job_file.jsp?ID=QAUFK026203F3VBQB68V47V8H&nDocumentID=145347&ptId=3601)

[< Back to results \(index.aspx\)](#)

[✉ Share Job](#)

[🖨 Print this page](#)

✓ [Apply online \(https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QAUFK026203F3VBQB68V47V8H-3601&langCode=en_GB\)](https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QAUFK026203F3VBQB68V47V8H-3601&langCode=en_GB)

Your cookie preferences have been set

You have chosen to accept additional cookies. You will be asked for your preferences again in 90 days.

You can check and update your preferences using the [Cookies link](#) at the bottom of all Civil Service Jobs pages.

Data Protection Officer to the Traffic Commissioners

Driver and Vehicle Standards Agency

Apply before 11:55 pm on Wednesday 1st December 2021



Driver & Vehicle
Standards
Agency

Reference number

161695

Salary

£48,774

Grade

Grade 7

Contract type

Permanent

Business area

DVSA - Policy - Strategy, Policy, Digital and Technology

Type of role

Governance

Knowledge and Information Management

Legal Services

Working pattern

Flexible working, Part-time

Number of posts

1

Location

This role can be based in any of the following Office of the Traffic Commissioner locations: Birmingham, Bristol, Caernarfon, Cambridge, Eastbourne, Edinburgh, Golborne, and Leeds. However, we envisage a hybrid approach, combining both home and office-based working, where the business interests of the Traffic Commissioners require. Working arrangements to be agreed by individuals and their managers to contribute towards positive work/life balance and wellbeing.

About the job

Summary

We pride ourselves as being an employer of choice and welcome and encourage applications from everyone, such as ethnic minorities, women, disabled people and those who identify as LGBT+.

To find out more about how we champion diversity and inclusion in the workplace and making DVSA a great place to work visit our Careers website.

Do you have significant experience in data protection law and information security?

Can you support, challenge and influence stakeholders at senior levels to foster a positive data protection culture?

If so, we are looking for a dedicated individual to act as the independent Data Protection Officer to the Traffic Commissioners of Great Britain, and we'd love to hear from you.

Job description

You will be responsible for supporting the Traffic Commissioner's for Great Britain (TCs) and facilitating their compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA 2018), ensuring effective systems and controls are in place to enable TCs to comply with their legal obligations.

You will act as the TCs focal point for data protection activities, fostering a good data protection culture within the Office of the Traffic Commissioner (OTC), and act as the intermediary between TCs and relevant stakeholders, including the Information Commissioner's Office (ICO), and data subjects.

This role can be based at any Office of the Traffic Commissioner location in England, Wales or Scotland and is available part-time for 24 hours per week.

Responsibilities

Your duties will include:

- Provision of expert leadership and independent advice on data protection law and associated risks to the business

- Ensuring TCs and those working to them have the strategies, policies and processes in place to ensure compliance with the GDPR across the digital and non-digital estate
- To monitor compliance with the UK GDPR and other data protection laws, including maintaining oversight in data processing activity
- Design and implement a planned programme of risk-based audits to test compliance
- Reporting findings, risk and recommendations for improvement to the Traffic Commissioner Board and relevant sub-committees
- To provide independent advice to the Traffic Commissioners on Data Protection Impact Assessments (DPIA) and to continually monitor the requirement for new DPIAs or updates to existing assessments
- To provide independent advice to the Traffic Commissioners on the requirement for data sharing agreements, advice on drafting agreements and to ensure that agreements are regularly reviewed and complied with.
- Collaborating with contacts across government on cross-cutting issues and for the provision of assurance statements and engaging with legal representatives on issues where legal input is required

Please see the Candidate Pack attached to this job advert for more detailed information about the role and responsibilities.

About you

We are looking for someone with significant experience and understanding of data protection law and security information, and a track record of overseeing and improving compliance within organisations.

The level of experience required to be successful in this role will likely be reinforced with industry-recognised qualifications (e.g. Practitioner Certificate in Data Protection / Freedom of Information, CIPP/E or CIPM, ISO27001) however if you don't hold any qualifications you must be able to demonstrate an equivalent knowledge and experience and be willing to acquire them within nine months of joining us.

You will bring strong analytical skills, including the ability to convey analytical information effectively to senior audiences, a clear understanding of risk management and experience working within incident management, IT and data security systems and records management.

You will also possess exceptional communication, interpersonal and stakeholder management skills, with demonstrable experience of building relationships and respect at the most senior levels within organisations.

You will be comfortable and capable of working independently and have the confidence to provide expert and accurate advice, influence, and challenge to senior stakeholders and to promote a data protection culture within the OTC.

About us

The eight Traffic Commissioners for Great Britain are appointed by the Secretary of State for Transport, but act independently of Government.

The Traffic Commissioners are primarily responsible for the licensing and regulation of those who operate or drive heavy goods vehicles, buses and coaches, and the registration of local bus services. They are supported in their functions by fee-paid Deputy Traffic Commissioners.

Click [here](#) to find more about what we do.

The DVSA helps everyone stay safe on Britain's roads.