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| **TITLE:**  Data Protection Analyst | | |
| **TEAM/PROGRAMME:** Information Security andData Protection | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide. | |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:**  Permanent | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The Data Protection Analyst will support the Information Assurance team in providing services to a wide range of stakeholders and help deliver a single, end-to-end view of all business processes, including the interactions with teams, systems and third parties. The role will is instrumental in driving a strong Data Protection culture throughout the organisation and the role will be responsible for providing data protection advice and guidance across the organisation and coordinating activities concerning privacy matters.  In the event of a major humanitarian emergency or data protection incident, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Information Assurance and DPO (HoIA)  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**: This role works alongside Information Assurance Analyst in the Information Security and Assurance team. Save the Children International has around 18,000 staff, based in London, the 5 regional offices and 54 country offices. Save the Children is a federated organisation, with 27 Member Organisations. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Develop and lead Data Protection initiatives within Save the Children International (SCI) on behalf of the HoIA. Responsibility for timely and efficient execution of those initiatives. * Support Country Offices (CO) on DPIAs and other data protection assessments through liaison with CO Data Protection Focal Points (DPFPs), Country Directors and other CO staff * Help CO SMTs and DPFPs develop remedial action plans and ensure these actions are implemented * Support COs and ROs with country- and regional-level risk management planning to ensure alignment with the work of the Centre Risk Committee * Design and deliver data protection training and awareness sessions for COs and ROs. * Coordinate and work with relevant functions and departments across the business to maintain processing inventories and the record/register of processing activities. * Identify, assess and document risks in respect to the processing of personal data both within and across business functions. Communicate areas of concern to process owners and the HoIA. * Manage privacy rights requests. * Provide specialist advice and guidance on data protection management to Centre functions as well as CO and ROs * Contribute to external assessments and audits of Save the Children’s Data Protection function * Support COs on developing privacy notices and other transparency documents. * Support COs on implementation of global DP policies and procedures. * Investigate and manage privacy incidents and escalate potential data breaches to the HoIA * As necessary, contribute and / or manage other data protection management activities | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Degree, diploma or certification related to data protection (CIPP/E). * Practical knowledge of information security and records management gained within a privacy programme or project environment | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Sound knowledge of EU and UK Data Protection Legislation * At least two years of experience working with process analysis and documentation in a privacy programme or project environment * Capability to convey data protection related information effectively to non-privacy stakeholders in a clear and comprehensive manner. * Understanding of information technologies and data security * Demonstrable experience of investigating data breaches and advising the business in relation to data protection requirements. * Ability to work with a range of business stakeholders to understand and articulate their activities in line with defined standards * Good verbal and written communication skills * Self-motivated, with a proactive and collaborative approach, and a strong results orientation * A commitment to the mission, vision and values of Save the Children | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Pratigya Bhattarai | | **Date:** 10/10/2023 |
| **JD agreed by:** Gareth Packham | | **Date:** 30/10/2023 |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |