



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Data Protection Manager

Department: Governance & Legal Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
First degree	X		Application Form
Data protection qualification or equivalent experience	X		Application Form/ Interview
Change management		X	Application Form/ Interview
Skills and Abilities			
Excellent written and oral communication skills	X		Application Form/ Interview
Excellent organisational and time-management skills, the ability to self-motivate and to meet tight deadlines whilst managing an often conflicting and varied workload.	X		Application Form/ Interview
The ability to explain complex issues, with a particular focus on data protection, to non-experts in a pragmatic and collaborative way.	X		Application Form/ Interview
Close attention to detail.	X		Application Form/ Interview
The ability to work as part of a team, and to form strong working relationships with range of stakeholders.		X	Application Form/ Interview
IT literacy.		X	Application Form/ Interview
Experience of project/change management		X	Application Form/ Interview
Other Requirements			
The ability to identify risks and to balance risk against commercial and strategic factors, in order to offer pragmatic solutions.	X		Application Form/ Interview
A positive, can-do attitude		X	Interview
A genuine passion for data protection and an aptitude for problem-solving.	X		Application Form/ Interview