

## Job Description

<b>Job Title:</b>	Data Protection Officer
<b>Responsible To:</b>	Chief Executive Officer
<b>Location:</b>	Based in Dublin (some travel required)
<b>Contract:</b>	2 year Fixed Term

### Overview

Founded in 1985 by Sr. Stanislaus Kennedy, Focus Ireland is a housing and homeless charity that works to prevent people becoming or remaining homeless, returning to homelessness through the provision of quality services, supported housing, research and advocacy.

### Mission

At Focus Ireland, we are driven by the fundamental belief that homelessness is wrong. Wrong because it is a failure of society that creates victims out of ordinary people and robs them of their potential. Wrong because it can be prevented, it can be solved, but is allowed to continue and in doing so undermines society. We need to challenge our society to think and act differently. We are committed to challenging everything about homelessness, the causes, systemic failures, people's perceptions and how it is tackled.

### The Role

The Data Protection Officer (DPO) will lead and manage the Focus Ireland project to ensure the organisation is fully compliant with the EU General Data Protection Regulation (GDPR), and improve data management structures and processes. They will take full responsibility for the project from developing the project plan to accounting for progress against the plan and ultimately successful completion. This is a hands-on role requiring the DPO Project Manager to get directly involved in completing project-related tasks as well as coordinating across Focus Ireland and other stakeholders. The DPO will support Focus Ireland staff in relation to data protection queries and incidents and will liaise with external stakeholders in relation to data protection and data management.

The DPO will report to the Focus Ireland Executive Team and will prepare detailed reports on progress. The DPO will also provide direct support on matters of data protection to the Audit & Risk sub-committee of the boards of both Focus Ireland CLG and Focus Housing Association CLG.

### Key Objectives:

1. Develop, deliver and maintain the ongoing compliance programme for GDPR with Focus Ireland
2. Implement pre-existing remediation roadmap
3. Design and deliver appropriate data management policies and procedures
4. Develop and implement specific requirements for IT infrastructure compliance
5. Engage management teams to take ownership of local actions under compliance activities
6. Implement and deliver staff training on data protection obligations
7. Implement staff stewardship programme
8. Support Focus Ireland staff in relation to data protection queries and incidents
9. Manage data access request procedures
10. Manage data protection incidents

11. Initiate and management of data quality assurance programme
12. Assist with corporate governance processes as required, including Freedom of Information requests
13. Develop systems to monitor compliance and update all relevant internal policies and procedures on an on-going basis
14. Remain up to date on legislation and best practice in the area of GDP
15. Ensure smooth handover of GDP infrastructure and management as appropriate
16. Work within the framework of the overall objectives of Focus Ireland
17. Work within the overall policies and procedures of Focus Ireland
18. Be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns that cannot be resolved at a local level to the attention of the CEO or Health & Safety Representative
19. Participate in relevant learning and development programmes as agreed with the CEO
20. Undertake such other duties as might be reasonably assigned from time to time by the CEO.

### **Pre Requisites for the Role**

- Ability to demonstrate technical knowledge and awareness of current data protection legal and regulatory requirements including GDPR
- Proven track record of translating legal and regulatory requirements into operational solutions
- Strong understanding and experience of database management and systems
- High level of organisational skills
- Ability to accurately identify key issues, develop solutions, and communicate them in an accessible manner
- Advanced report writing and policy writing skills
- Strong negotiation, influencing, communication and presentation skills
- Resilience to overcome obstacles
- Proficient in MS Office packages

### **Experience**

- Experience of working in a company with a range of data requirements
- 3+ years extensive project management experience
- Proven track record of delivering successful outcomes