



## Data Protection Manager

### Role Profile

#### A. Details

Position:	<b>Data Protection Manager</b>
Grade	Higher Executive Officer (HEO)
Whole time equivalent	Full-time (35 hours per week)
Reports to:	Communications Director
Duration:	Permanent

#### B. Department & Role Overview

The Arts Council is the Irish Government's agency for supporting and promoting the arts in Ireland. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life. An exciting opportunity has arisen in our Communications Department.

The Arts Council is looking to recruit a highly motivated and experienced **Data Protection Manager** to manage data protection officer (DPO) and Freedom of Information (FOI) functions in the organisation. The successful applicant will be given the opportunity to be part of a dynamic Public Body and highly motivated and busy team.

#### C. Key Responsibilities

Develop and manage data protection systems throughout the organisation by:

- Developing, documenting and managing data protection information management per GDPR requirements;
- Reviewing existing compliance systems and policies on an ongoing basis;
- Working with all colleagues to ensure compliance across the organisation, including managing a training and awareness programme.

Manage Freedom of Information processes by:

- Managing all incoming Freedom of Information requests;
- Ensuring compliance to legal regulations;

- Developing and ensuring robust FOI management processes;
- Managing a rolling training programme of training for internal Decision Makers and Arts Council Board members;
- Working with all colleagues to ensure understanding of FOI responsibilities across the organisation;

Support Data Protection / FOI Assistant (half-time role)

- Liaise with internal colleagues as required;
- Assist Communications Director as required;
- Provide reports for Arts Council Board committees as required;
- Other relevant duties as required.

#### **D. Skills Knowledge and Experiences**

Essential:

- Certification achieved in training as an Information Privacy Professional (EU relevant);
- Demonstrable expertise in national and European data protection laws and practices including an in-depth understanding of the GDPR;
- Ability to promote a data protection culture within the organisation;
- Proven experience in managing and developing GDPR and FOI in-house;
- Proven capacity to deal with situations requiring diplomacy and tact;
- Excellent communication skills, both written and interpersonal;
- Strong project management skills;
- Experience in people management;
- Excellent administrative and organisational skills;
- Excellent ICT skills including Word, Excel, Outlook;
- Ability to work well in a team environment, be self-motivated and able to manage own workload;
- A commitment to high standards of public service.

Desirable:

- The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.