

## JOB DESCRIPTION

<b>Post:</b>	Data Protection and Safeguarding Compliance/ Training Officer
<b>Responsible to:</b>	Director of Student Experience
<b>Salary:</b>	<u>Unqualified</u> £28,740 - £30,679 pro rata Support Staff Salary Scale 6 Points 29 – 31  <u>Qualified</u> £31,906 - £34,016 pro rata Support Staff Salary Scale 7 Points 32 – 34  Full Time, 40 weeks per annum Part Time (4 days), 52 weeks per annum
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service

## Main Purpose of Job:

As **Data Protection Officer**, you will act as the College's independent and expert advisor on data protection law and compliance, ensuring we meet our legal obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable legislation

Monitor data processing activities to ensure they are lawful, fair, and transparent and act as the primary point of contact with the Information Commissioner's Office (ICO) and other regulators.

Be the lead on handling of Subject Access Requests and respond to data subjects within specified time frames.

To support the **statutory compliance of Safeguarding, Emergency Incident response and Student Experience** requirements by providing training, support and guidance to staff/students.

To lead on the appropriate logging and filing of accurate, secure and confidential record keeping which is compliant with safeguarding regulations. To be one of the key persons available to deal with day-to-day safeguarding concerns and train staff on safeguarding matters.

To liaise with students, staff, parents and external agencies regarding safeguarding matters. Write and update college policies. To consult with the Head of Student Services/Safeguarding Officer/ Director of Operations (Penwith) and/or Director of Student Experience over referrals to MARU.

## Specific Duties:

To be responsible for delivery of Data Protection, Safeguarding and Emergency Response Training to full and part time staff, students and employers across Truro and Penwith College (including Tregye and Ottery, Bodmin) both face to face and on-line during the college day and some evening sessions.

To provide training sessions in additional areas such as Prevent, Equality, Diversity and Inclusion (EDI), Mental Health and other mandatory areas of work as required to meet college priorities

To ensure the college is compliant in its statutory duties in meeting Data Protection, Safeguarding, Security, Prevent, EDI, Mental Health, High Needs and other compliance or guidance requirements which fall under the remit of the Director of Student Experience work.

To be fully versed in GDPR, Keeping Children Safe in Education, Prevent duties, Mental Health, SEND, Equalities Act and any new legislation or guidance pertinent to the role.

To design, write and implement policies and procedures and to ensure they are current and up to date in line with current legislation and government guidance.

To conduct audit and monitoring checks of systems, training logs and compliancy of data protection and safeguarding records

To support the Safeguarding Operational Team in emergency situations and provide the necessary support to staff and students concerns and make MARU referrals if required. Attendance to external meetings where appropriate under the direction of the Designated Safeguarding Lead.

To complete the annual return requirements as legislated and complete ICO approved documentation in relation to Records of Processing Activities (RoPA) and Data Protection Impact Assessments (DPIAs).

To design and support materials including documentation, SharePoint and video content to enhance understanding of key themes.

To support administration tasks and maintain tracking in relation to the college's Child Protection On-Line Management System (CPOMS) and associated systems with the highest integrity. To support user and administration requirements of the CPOMS system

To produce reports and statistical data for Senior Leadership and Governors.

To present information and training to Managers and Support Teams at team meetings to keep them updated on key areas of compliance.

Complete and record continuing professional development each year.

Support the development of new initiatives and undertake other professional tasks as requested including EDI and Freshers Fair.

## **General Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### DATA PROTECTION AND SAFEGUARDING COMPLIANCE AND TRAINING OFFICER

In addition to being a driver and with access to a suitable vehicle, the person appointed will ideally have the following skills and experience:

#### ***Essential:***

- Recognised qualification at Degree level
- GCSE or equivalent in English Language and Maths.
- Minimum of three years' experience working in a legal, data protection, education, health and social care or safeguarding related background.
- Training experience of mandatory qualifications in person and on-line.
- Experience of handling highly sensitive and confidential information.
- A proven track record in report writing, statistical analysis and policy writing.
- Ability to motivate staff and students during training sessions.
- Monitor effectiveness of training sessions.
- Ability to create and maintain effective records and systems.
- A commitment to monitoring and upholding of quality standards.
- Excellent interpersonal skills and presentation skills.
- Flexible, self-motivated and willingness to use own initiative.
- Ability to plan, organise and work under pressure and meet deadlines.
- IT literate.
- Willingness to deliver training both daytime and evening to meet needs across Cornwall.
- Driving licence holder to be able to attend college training venues.

#### ***Desirable:***

- Recognised data protection certification e.g. CIPP/E, CIPM or CDPO) or a willingness to undertake intensive study.
- Safeguarding Train the Trainer Qualification or willingness to train.
- Trained in range of additional Safeguarding related modules or specialisms.
- Experience of working in a data protection, privacy or compliance focused role.
- Experience of working with student issues and working with people in challenging circumstances and ability to signpost to a range of other professional services.
- Knowledge of the CPOMS system or equivalent.
- Experience of working or delivering training/teaching in range of subject areas
- Safeguarding Level 3 and Mental Health First Aid Level 3 and/or equivalent or willingness to train.
- Experience of creating digital and video content for training purposes.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

