



JOB TITLE: School Data Protection Legal Consultant

JOB DESCRIPTION:

Our flexible working environment

We understand that you might need to have flexibility and we believe that flexible working makes a better work environment.

The role is full-time and year-round, though we are mostly busy during term time.

We do ask for core availability during school opening hours, but we understand that you might need to do the school run yourself.

Where we are based

Though we have an office in Hertfordshire, all our consultants are home-based. We understand that you might not be available every day, nor every hour of every day - you are expected to manage your own schedule to a certain extent.

About us and what we offer:

Data Protection Education is a specialist consultancy providing GDPR tools, resources and consultancy to schools. We work with individual schools, trusts, federations and local authorities to provide data protection services, including an outsourced data protection officer service.

Our service includes management via an online compliance platform (the DPE Knowledge Bank), our team of school consultants (who manage the delivery of our framework with our customers) and the core-DPO team (who provide advice, guidance, answer questions, incident management support, data rights assistance [SARs] and FOI etc)

The Role

We are looking for a qualified and experienced data protection lawyer to join our team.

You should be/have:

- A qualified experienced lawyer or paralegal with a minimum of 3 years direct experience supporting schools and multi-academy trusts either directly or via a local authority
- Significant experience in providing legal guidance and resolution to data protection and freedom of information issues is a must

- Experience in other school legal matters (e.g academy conversion; safeguarding; SEN; admissions; exclusions etc) would be advantageous

What we need doing

- You will be both contacted by colleagues and allocated support tickets in our system in order to support on a wide range of information governance matters. We communicate via email, phone and online meetings
- The role involves dealing with incident management, subject access and other data rights requests, FOIs and general support to our customer's questions. This can be wide-ranging, varied and at times challenging.
- We take customer relationships seriously - it is important that all advice is understood in context by our customers. Each one of our team takes ownership of issues and sees them through to a complete and satisfactory conclusion.
- Creating and delivering webinar and training content for dissemination to our customers.
- You would also support with vendor due diligence and conduct risk assessments within our record of processing tool.
- During quiet periods (mostly school holidays) we work on best practice content, templates, case studies etc
- You would support Data Protection Education on internal legal issues and contracts where required.

A little bit about you

This area of law has potential for dramatic change and keeping up with changes and being able to communicate these to the team is paramount.

You will need to be able to work on your own, managing your own time and workload. You must be able to take responsibility for getting the support from our customers when they need it. You aren't working in a silo - you are supported by other members of the team.

Nuts and bolts

- Annual Salary: £45,000-48,000 (full-time)
- Annual performance-based salary reviews
- Holiday - 30 days per year. With a max of 5 to be taken during term time
- Hours of working - 37.5 hours per week. Core availability is required 9:00am - 3:30pm (with lunch break)

LINK TO APPLY: <https://dataprotection.education/about-us/work-for-us>
Closing date: 31 July 2022