



Job Description & Person Specification

Job Title:	Contracts, Procurement and Information Solicitor & Data Protection Officer	Job Reference:	
Service:	Legal and Democratic Services		
Location:	Beech Hurst, Andover	Grade:	11
Reports to:	Legal Services Manager/Head of Legal and Democratic Services		
Date:	July 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<ul style="list-style-type: none"> • To fulfil the statutory role of the Council's Data Protection Officer. • To provide direction, support and advice to the Council, its Senior Management team and all teams across the Council's services in relation to their data protection obligations • To take the lead role in the management and implementation of data protection compliance. • To provide a comprehensive legal service in respect of all Council contractual matters. • To provide a comprehensive legal service in respect of procurement matters, including advising on the impact of EU legislation. 			
Main responsibilities and duties			
<p>To provide a professional legal service in respect of routine and non- routine Council or related contracts including high profile, high value Council contracts.</p> <p>To advise on contracts and procurement legislation, procedures and r documents including EU legislation and the Council's procurement rules.</p> <p>To assist and advise in the preparation of tender documentation in conjunction with client officers and consultants to ensure they comply with legislation and the Council's procedure rules.</p> <p>To draft/approve contracts, service level agreements and similar documentation.</p> <p>To advise client officers generally with regard to contract matters including attending working groups if required.</p>			

To be the Council's lead officer in the field of Information Law. To provide direction, support and advice to the Council, its Senior Management Team, elected Members and all teams across the Council in relation to their data protection obligations.

To take the lead role in the management and implementation of data protection compliance.

To fulfil the statutory role of Data Protection Officer in accordance with the Data Protection Act 2018 and EU GDPR, ensuring full compliance with the statutory requirements of that post; including:

To inform and advise the Council and any Data Processor on data protection compliance

To provide advice at all levels (including Senior Management) on the carrying out of Data Protection Impact Assessments (DPIA) and to monitor compliance with DPIA requirements.

To be the principal point of contact for the Council with the Information Commissioner's Office on issues relating to data protection and information governance.

To be the point of contact for Data Subjects wishing to exercise their rights in relation to their personal information.

To monitor (with the required degree of statutory independence) the Council's compliance with its own policies and generally.

To assign responsibility under the Council's data protection policies

To raise awareness and embed a culture of compliance with those policies

To prepare and deliver training to all staff involved in data processing operations

To conduct audits of the organisation's data protection policies.

To undertake and manage data protection audits and reviews across all Council services that are processing personal data to ensure compliance with legislation.

To investigate and report on any processing, blocking, erasure, destruction and right to be forgotten notices issued by individuals, ensuring that the purposes of the processing are compatible with the conditions with the conditions of processing and to respond to the individuals accordingly.

To investigate breaches and incidents of data protection and to formally report all compliance issues regarding information governance.

To assess and respond in a timely fashion to all Subject Access Requests submitted to the Council and to advise on and where necessary or appropriate respond to all requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, including advising on application of statutory exemptions.

Such other reasonable tasks commensurate with the post holder's qualifications and experience as allocated from time to time by the Head of Legal and Democratic

<p>Services.</p> <p><i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i></p>
<p>Supervision and management</p>
<p>The role has no formal direct reports though it involves assisting, supervising, coaching and mentoring more junior members of the team where appropriate.</p>
<p>Resources</p>
<p>The post holder will advise Senior Management regarding data breaches and will be responsible for liaising directly with the Information Commissioner's Office in respect of such issues (new fines of up to £17 million for non-compliance)</p>
<p>Contacts and relationships</p>
<p>The post holder will advise and influence officers at all of all levels of the Council including Senior Management and elected members.</p>
<p>Working environment</p>
<ul style="list-style-type: none"> This is an office based role.

CRITERIA	ESSENTIAL DESIRABLE
<p>Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.</p>	
<p>Educational and professional qualifications</p>	
<p>Educated to degree level or equivalent Qualified solicitor or barrister</p>	All essential
<p>Knowledge</p>	
<p>In-depth and high-level knowledge and experience of contracts, procurement and information law. Evidence of continuing professional development.</p>	All essential

<p>Sufficient knowledge of Data Protection legislation to satisfy the statutory requirement of 'expert knowledge of data protection law and practice'</p> <p>Knowledge of the impact of European law.</p>	
<p>Experience</p>	
<p>Substantial and relevant post-qualification experience</p> <p>Substantial experience of providing complex and high-level advice to senior officers and Members.</p> <p>Extensive experience of interpreting, advising on and drafting complex legal agreements and other relevant documents.</p> <p>Experience of working in a political environment.</p> <p>Experience of advising Senior officers, Senior Management and Members.</p> <p>Experience of the work of a District Council with an understanding of current challenges facing Local Government.</p>	<p>All essential</p>
<p>Key skills</p>	
<p>Commercial and strategic approach and focus.</p> <p>Analytical, persuasive and decisive.</p>	<p>All essential</p>
<p>Personal qualities and behaviours</p>	
<p>Focused on achieving high performance and best outcomes</p> <p>Resilience</p> <p>Committed to building successful relationships</p> <p>Commercial acumen</p> <p>Capacity to motivate and lead staff</p> <p>Political sensitivity and discretion</p> <p>Ability to relate to elected members</p> <p>Commitment to customer service and satisfaction</p> <p>Commitment to corporate working and collective responsibility</p> <p>Enthusiastic and self-motivated</p>	<p>All essential</p>
<p>Other Factors</p>	
<ul style="list-style-type: none"> • Politically restricted post • Evening working may be required • Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport 	

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.