



Dublin City University
Office of the Chief Operations Officer
Data Protection / Freedom of Information Co-ordinator
Senior Admin Assistant II (Grade 5.2)
(Five Year Fixed Term Contract)

Background

DCU is a research-intensive dynamic university that operates in a complex environment that requires the on-going monitoring and proactive management of both institutional and personal data, as well as compliance with the extensive body of legislation and regulations governing their use. Specifically, the University is subject to compliance with the:

- A) General Data Protection Regulation (GDPR);
- &
- B) Freedom of Information (FOI) legislation.

To meet the challenges posed by GDPR & FOI an administrative support resource (Co-ordinator) is required within the Office of the Chief Operations Officer (OCCO).

Role Overview

A) Data Protection

- Provision of support to the Data Protection Unit (a sub-unit of the OCCO) in respect of the proactive management of personal data protection matters and issues from across the DCU community. These broadly relate to:
 - dealing with data protection related queries from staff, students, and the general public;
 - providing advice and/or solutions to data protection issues;
 - management of data breaches;
 - the processing of data subject access requests;
 - preparation and management of data processing/sharing agreements;
 - preparation and management of records of processing activities;
 - preparation and assessment of Data Protection Impact Assessments (DPIAs);
 - advising on the transfers of personal data internationally;

- liaising with consultants, regulators, auditors to facilitate data protection reviews / investigations;
 - facilitating requests from individuals seeking to invoke their data protection rights; &
 - facilitating and/or conducting data protection compliance audits.
- Maintenance and enhancement of the University's data protection webpage.
 - Facilitating the University's data protection training.
 - Organising and managing the outcomes of meetings as arranged by the Data Protection Unit.
 - Other duties that may be assigned from time to time by the Chief Operations Officer, the Data Protection Officer or the Risk & Compliance Officer.

B) Freedom of Information

Provision of support to the FOI Unit (a sub-unit of the OCOO) in respect of:

- Maintaining the log of FOI requests received for publication on the University's FOI webpage.
- Assisting with data collation and indexing of records for high volume FOI requests.
- Maintenance of the FOI webpage; &
- Other duties that may be assigned from time to time by the FOI Officer.

The successful candidate must have:

- A primary degree; &
- Minimum of three years' recent relevant work experience.

Desirable Skills/Abilities:

- A proactive and engaged attitude to exercising the role's tasks and duties.
- Excellent organisational and prioritisation skills.
- Well developed verbal and written communication skills.
- Evidence of strong relationship building and influencing skills.
- A proven ability to apply knowledge and experience where judgement is required.
- Well developed IT skills (i.e. Microsoft suite of software).
- Knowledge of GDPR and FOI legislation, and its application in practice, will be an advantage but it is not essential as training will be provided.
- Experience of the working within a large and diverse work environment.

Salary Scale - *€48,468 - €65,543

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant II salary scale in line with current Government pay policy*

Closing Date: 3rd December 2018

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

Please clearly state the role that you are applying for in your application and email subject line: Job Reference #1056 Data/FOI Coordinator – Chief Operations Office

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9. With your completed application form, you may also send a Cover Letter and a CV (maximum 2-3 pages).

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