



Person Specification			
Post title	Data Protection Compliance Officer	Grade	M / £45,091- £46,142 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Expert knowledge of the UK General Data Protection Regulation and the Data Protection Act 2018 and related legislation, guidance and best practice	CV/SS, I
S2	Extensive knowledge of best practice in relation to Information Sharing and Data Processing Agreements	CV/SS, I
S3	Expert knowledge of relevant Information Rights legislation such as the Freedom of Information Act, EIR and Local Government Transparency Code	CV/SS, I
S4	Experience of data protection and information governance within a large organisation.	CV/SS, I
S5	Experience of providing advice and assistance on dealing with Subject Access Requests and Requests for Disclosure	CV/SS, I
S6	Experience of working in local government or in the public sector	CV/SS, I
S7	Experience of project management and delivering training programmes	CV/SS, I
S8	Knowledge of relevant local government legislation, including the Local Government Acts of 1972, 1985 and 2000	CV/SS, I
S9	Proven ability to design processes and procedures to deliver improved information security across the Council	CV/SS, I
S10	Ability to work with staff at all levels and provide advice and assistance to them on data protection and wider information governance issues	CV/SS, I
S11	Ability to network effectively between internal and external stakeholders and possess a high level of interpersonal skills	CV/SS, I
S12	Ability to advise elected Members and Council Committees	CV/SS, I

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S13	To be able to demonstrate an ability and commitment to working as part of a team in a flexible and responsive manner	CV/SS, I
S14	To be able to perform to consistently high standards, whether working individually or as a member of a team, delivering accuracy and competency at all times	CV/SS, I
S15	To have a high degree of flexibility, with the ability to prioritise a complex and diverse workload often to tight deadlines	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	To demonstrate a commitment to continuous learning and development	CV/SS, I
Communication		
C1	Excellent communication skills	CV/SS, I
C2	The ability to be articulate and accurate in relation to data protection issues	CV/SS, I
Qualifications		
Q1	Relevant degree or professional qualification in Data Protection or Information Management	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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Knowsley Council

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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