

## Job title: Deputy Data Protection Officer

**Department: Information Compliance**

**Service: Legal and Governance**

**Grade: J**

**Post reference number:**

### 1 Job purpose

The post holder will lead and provide specialist advice and provide the following services:

1. Deputise as Data Protection Officer when the Data Protection Officer is on leave
2. Give advice to ensure corporate compliance with Information Rights including the Data Protection Act 2018, the UK GDPR, the Freedom of Information Act 2000, Environmental Information Regulations 2004, , and associated legislation (The Human Rights Act 1998, The Re-Use of Public Sector Information Regulations 2005).
3. Drive forward information compliance practices across the Council to improve awareness, quality, and training.
4. Improve business processes associated with the collection, creation and utilisation of data and information in support of operational, tactical and strategic operations, and public access under Information Rights.

### 2 Principal duties and responsibilities

1. To maintain an up-to-date and comprehensive knowledge of Information Rights legislation, current issues, case law and other developments that relate to data usage and disclosure and to act as Deputy Data Protection Officer for Nottingham City Council and to deputise for the Data Protection officer when the DPO is on leave
2. To provide advice, guidance and direction to colleagues as required.
3. To develop and review Information Rights corporate policies, procedures and strategies as appropriate for the City Council in consultation with all interested parties.
4. To interpret complex legislation and provide professional advice and guidance on the application and implementation of the legislation concerning the access and use of personal and non-personal data to staff, elected members, other public bodies and members of the public
5. To support and advise on the release of personal data as permitted under the Data Protection Act 2018 and the UK GDPR and the release of non personal data as required under the Freedom of Information Act 2000 and the Environmental

---

Information Regulations 2004 in accordance with the statutory requirements and deadlines prescribed by that legislation. To support the processing of complex cases and appeals as required.

6. To promote and develop the pro-active management and sharing of data and information to improve organisational effectiveness and transparency.
7. To achieve accreditation with the Home Office and to be personally named on the national Home Office register as the single point of contact for the Authority. To oversee all applications for access to communications data under Part I, and to maintain, monitor and review all applications for surveillance and use of covert human intelligence sources made under Part II of the Regulation of Investigatory Powers Act 2000.
8. To engage in the development of data sharing protocols between the City Council and other agencies including Police and Regional Government Offices and manage and regularly review a library of data sharing agreements between the City Council and external bodies.
9. To attend, network and represent the Authority both internally and externally at appropriate Council, Local, Regional or National meetings about Information Rights matters.
10. To work in partnership with citizens, councillors, colleagues and partners to improve data and information management practices within the Council. Working proactively to identify opportunities to improve organisational transparency, local innovation, and internal business processes.
11. To engage in the organisation and delivery of briefings and/or training sessions or conferences as may be necessary from time to time to a variety of audiences.
12. To assist in the development of initiatives and projects across the Authority requiring specialist Information Rights expertise.

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality Scheme 'Fair & Just' and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder:**

3 D to H

---

**6 Post holder's immediate supervisor:** Data Protection Officer

**Prepared by/author:** Theresa Pollard **Date:** 15/01/2026

**Job title:** Deputy Data Protection Officer

-----  
**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** ..... **Date:** .....

## Job title: Deputy Data Protection Officer

**Department:** Information Compliance

**Service:** Legal and Governance

**Grade:** J

**Post reference number:**

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	Significant senior level data protection experience (minimum 5 years) in a large multifaceted organisation		✓		✓	✓
Knowledge	Comprehensive knowledge and understanding of the Data Protection Act 2018, the UK GDPR the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and an awareness of other related legislation.		✓	✓	✓	
	Competent in the use of computers including word processing, spreadsheets, databases, presentational software and the internet		✓	✓		
Skills & Ability	Ability to provide complex technical advice, and explain and communicate proposals with wide ranging and significant impacts for the Council in simple language to promote clear actions		✓	✓	✓	
	Ability to deal with customer enquiries effectively and sensitively, including where necessary liaising with other agencies		✓		✓	
	Experience of dealing with sensitive and confidential information		✓		✓	
	Experience of preparing reference material and delivering presentations and training to small and large groups at all levels, including senior management and Members		✓	✓	✓	
Leadership	Ability to analyse complex situations and make decisions leading to positive action that drive change in service operation and delivery.		✓		✓	
	Experience in promoting and delivering shared priorities with team members, and others in a motivational and inclusive way.		✓		✓	

	Ability to deputise for the senior management at meetings and other forums.		✓		✓	
Performance	Ability to self-motive, including the setting of goals and quality targets, encouraging continual development, and addressing poor performance.		✓		✓	
	Experience in assimilation, analysis, interpretation of complex data and information to assist in prioritisation of activity, and tracking, reporting of outcomes and managing workloads.		✓		✓	
	Ability to review and implement service development to address customer and corporate needs		✓		✓	
Work to promote mutual respect and good relations	An understanding of the City Council's Equality Scheme, a commitment to its implementation and application in employment and service delivery		✓		✓	
	Ability to review, identify and implement constructive change to service delivery to improve accessibility for different sections of the community		✓		✓	
	Ability to consistently challenge resistance to diversity and qualities, and bring about change in a constructive manner		✓		✓	
	Experience of building successful relationship across organisational, professional and operational boundaries		✓		✓	
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.		✓			
	Must be flexible and on occasion be prepared to work outside normal office hours according to the needs of the service.		✓			

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

**Prepared by/author:** Theresa Pollard

**Date:** 15/01/2026

**Job title:** Deputy Data Protection Officer