



Post Title: Schools Data Protection and Compliance

Lead

Grade: H

Job Purpose

To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

The role provides specialist data protection and compliance expertise to schools, working closely with the corporate DPO team and directly supporting education settings. It addresses a growing, high-risk area at the intersection of data protection, safeguarding and governance, with significant implications for children's safety and for the legal, financial and reputational risk exposure of schools and the local authority.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
4. Act as the lead specialist for data protection and compliance within schools and education settings, providing authoritative advice and support tailored to the education context.

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5. Work closely with the Council's corporate Data Protection Officer (DPO) team to interpret legislation, guidance and regulatory requirements, ensuring consistent and compliant application across schools and the local authority.
6. Provide expert, practical guidance to schools on data protection matters, including GDPR compliance, lawful data sharing, information governance, and records management, with a clear understanding of safeguarding and governance this includes ensuring compliance with the expectations and duties set out in Keeping Children Safe in Education.
7. Support schools and the local authority in managing data protection risks, including advising on data protection breaches, complaints, subject access requests and regulatory engagement, helping to mitigate safeguarding, legal, financial and reputational risk.
8. Ensure that data protection advice appropriately reflects the intersection with safeguarding responsibilities and governance frameworks, supporting schools to balance data protection requirements with the need to keep children and young people safe.
9. Contribute to monitoring and assurance activity, identifying trends, emerging risks or areas of non-compliance, and recommending proportionate actions or improvements to strengthen practice across schools.
10. Support improvement in practice through guidance materials, briefings and training, promoting consistent, defensible and proportionate approaches to data protection and compliance within education settings.

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

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

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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.

Produced by: Alys Finch-Director of School Improvement

Date: May 2026



Person Specification:

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of; - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of; - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills	✓	✓	
Change and Innovation	Able to lead service through change, with experience of - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement	✓	✓	
Collaboration	A collaborative leader, with evidence of - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation	✓	✓	
Equality, Diversity and Inclusion	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of: - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.	✓	✓	



	- Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Specialist knowledge of data protection legislation and guidance, including UK GDPR, the Data Protection Act 2018, and Information Commissioner's Office (ICO) requirements, as applied within an education and local authority context.	✓		
	In-depth understanding of how data protection intersects with safeguarding, child protection and information-sharing duties, enabling balanced, lawful and defensible decision-making in complex situations.	✓	✓	
	Knowledge of governance, accountability and assurance frameworks within schools and local authorities, including roles, responsibilities and escalation routes.	✓		
	Ability to identify, assess and manage data protection risk, including advising on data breaches, complaints, subject access requests and regulatory engagement.	✓	✓	
	Skill in interpreting legislation and regulatory guidance into practical, proportionate guidance for schools operating in high-volume, high-sensitivity data environments.	✓		
	Strong analytical and advisory skills, enabling the provision of clear, authoritative advice to schools, senior leaders and corporate DPO colleagues on complex and high-risk data protection issues.	✓		
	Full UK driving licence and access car insured for business use	✓		✓
	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓		✓
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.	✓		

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**Nottingham
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	Undertake other duties within the general scope of the post.	✓		
	Demonstrates comprehensive understanding of safeguarding principles and procedures relating to children and vulnerable adults. Able to identify signs of potential abuse or neglect and take appropriate action in line with the Nottingham City Council Safeguarding Policy and the DfE's <i>Keeping Children Safe in Education</i> (KCSIE). Applies safeguarding responsibilities proactively when working directly or indirectly with children and vulnerable adults to ensure their welfare is protected and promoted.	✓		
	Ability to work outside normal office hours	✓		
	Ability and willingness to travel both inside and outside the council area as required	✓		
Qualification requirement	Evidence of relevant experience, training and any relevant qualifications for the post	✓		✓
A - Application	AC – Assessment Centre	D - Documentary Evidence		