

Compliance and data officer job pack

Title	Compliance and data officer
Hours	37 hours per week
Salary	£30,000
Accountable to	Head of digital and business intelligence
Responsible for	No direct line management at present
Based	St Ives, with some travel to our other office locations and around our region

About Caring Together

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, advice and guidance to carers of all ages and their families, as well as opportunities to take a break from their caring role.

About the role

It is an exciting time to consider being part of our Caring Together team. As part of the digital team you will develop, promote and monitor information governance and IT security regime, identify weaknesses, recommend improvements and support implementation. You will produce accurate and timely organisational reporting to demonstrate impact and promote improvements.

The compliance and data officer will be based in Cambridgeshire, with some travel to our other office in Norfolk and across the region.

The successful candidate will have experience of GDPR, process mapping and compliance and impact reporting.

Key accountabilities of the role

- Develop, promote and monitor information governance and IT security regimes.
- Accurate timely reporting of organisational data.
- Maintaining up to date accurate corporate records.
- Identifying improvements in practice and supporting change implementation.
- Supporting the head of digital and business intelligence in the delivery of the digital programme.

Responsibilities

1. Assist the head of digital and business intelligence develop, promote and monitor information governance and IT security regimes. This includes dealing with information governance requests and investigating breaches.

2. Support with communication and training around information governance and IT security.
3. Be responsible for the production of Data Protection Impact Assessments to ensure that all platforms meet information governance standards.
4. Develop sustainable business intelligence and performance framework reports to enable Caring Together to capture, evidence and report on outcomes and impact.
5. Assist the head of digital and business intelligence develop a business intelligence strategy to offer innovative solutions to service users.
6. Contribute to the development of an evidence and insight-based culture in Caring Together
7. Support the delivery of the Digital Transformation programme including assisting with suitable training and supporting to tailor systems to departmental need.
8. Supporting the head of care around standards including providing data and supporting on policy.
9. Helping set a rolling internal audit programme of compliance and continuous improvement, including the testing of systems, processes and reports.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

Compliance and data officer

Person specification

Requirements	Essential	Desirable
Qualifications		
Experience and Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of GDPR and information governance legislation. • Experience of reporting from IT applications and willingness to expand knowledge to other systems. • Experience with MS programmes (Word, PowerPoint). • Intermediate to advanced level excel skills with the ability to assimilate data and use data to inform decisions. • Experience of engaging with a diverse range of users and stakeholders. • Excellent customer service ethos. 	<ul style="list-style-type: none"> • Some experience of Salesforce and Tableau. • Understanding of CQC processes. • Experience of internal audit procedures.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to multitask. • Ability to work productively with a range of people at all levels. • Strong teamwork ethos. 	

	<ul style="list-style-type: none"> • Strong communication skills – can disseminate information widely. • Ability to build effective relationships with stakeholders. • High level of attention to detail. • Demonstrates and encourages a constructive, solution focussed approach. • Highly organised, methodical, tenacious. 	
Personal Attributes	<ul style="list-style-type: none"> • Seeks continuous improvement. • Able to work under pressure, cope with change and conflicting priorities. • Ability to work independently using own initiative. • Willingness to travel across our region. • Engaging and positive personality. 	

Application and recruitment Process

Closing date	The closing date for this post is 14 June 2023.
Interview	To be confirmed.
Start date	The post is available immediately on a permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 09:00 and 17:00, however Caring Together is committed to ensuring a work life balance for our employees as well as support for our employees who may have priorities such as caring or other family commitments. Flexible working patterns may be considered provided that the needs and objectives of the charity and the successful candidate can be met. The successful candidate may be required to work flexibly at evenings and weekends as required.
Benefits	Full details of the benefits of employment will made available to the successful candidate.