



Job Profile

Job Title	Data Protection Business Partner
Reports to (job title)	Data Protection Manager
Job Reference No.	HOMEJD1190

The job in a nutshell...

You'll play a pivotal role in implementing data protection best practice across Home Group, supporting the Data Protection Manager with all aspects of our compliance delivery. As the subject matter expert, you'll be a trusted partner and critical friend to stakeholders, doing everything from handling data breaches, consulting on new systems and helping people make the best decisions possible about managing personal data using your great judgement, communication skills and eye for detail.

What success will look like...

Your solid understanding of data protection law will shine through in all your communications and enable you to drive forward best practice by applying data protection principles in a range of situations – including queries you have never encountered before. You will clearly and concisely explain your rationale and bring people on the journey by sharing your knowledge. You will identify proactive opportunities to increase compliance and know the right people to link in with to bring your ideas to life.

You'll be a people-person and a confident communicator, building great relationships across the organisation and fostering an open culture that focuses on supporting our colleagues to reach the best outcome in all data protection matters. Our stakeholders will be able to rely on your advice and you will take proactive steps to foster positive working relationships across a range of audiences. You will also be confident trusting your judgement and saying no, but always employ a solution-oriented approach to help guide people to the right outcome.

You'll lead on all data protection matters, including data breaches and impact assessments, being able to confidently apply risk management processes to data protection tasks and queries. You'll have a proven track record of being able to manage competing deadlines and prioritising and managing your own workload.

When providing advice, you'll be sensitive to commercial and operational considerations, and be flexible in your approach to deliver the right outcome whilst achieving a high degree of compliance.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We have an eye for detail</p> <ul style="list-style-type: none"> • Has the appropriate skills and experience • Applying legislation, working within policies and procedures • Uses performance information to drive improvements <p>We are great influencers</p> <ul style="list-style-type: none"> • Adapt your style to meet the needs of others • Build rapport and develop relationships • Be curious – listen to understand your audience's situation or style <p>We are organisers and drivers</p> <ul style="list-style-type: none"> • Take people with you • Say no when appropriate, don't be derailed • Be positive and enthusiastic to drive work forward <p>We know how the world works and our place in it</p> <ul style="list-style-type: none"> • Take responsibility for making sure your knowledge is up to date • Understand the direction we are taking and explain the reasons why behind the key decisions • Take ownership for understanding the external influences on Home Group and what our competitors are doing 	<ul style="list-style-type: none"> • A comprehensive understanding of data protection, including the General Data Protection Regulation (GDPR). • Excellent interpersonal and negotiating skills, with confidence to communicate at all levels within the organisation. • Experience handling data protection requests, including Impact Assessments, data breach risk assessments and complex data rights requests • A professional data protection certification, such as the CIPP/E (or be willing to study for and achieve this qualification)

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Understanding of risk management methodology
 Knowledge of information security and the ISO 27001 framework
 Experience of project / change management

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

You'll be a budget holder? No Yes

You'll manage people? No Yes

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional Regular Frequent

This role requires a DBS check No Yes



OFFICIAL