

naomi korn

ASSOCIATES

Naomi Korn Associates

Information Governance Officer

£30,000 per annum; with pension and benefits

Full time, 12-month contract with potential to extend to permanent.

(Open to candidates who wish to job share)

About Naomi Korn Associates

Naomi Korn Associates is a UK-based leader, specialising in intellectual property, copyright, data protection, and licensing. Since 2003 we have worked across the cultural, heritage, charity, education, and private sectors.

The team, headed up by Naomi Korn, Founder and CEO, brings together a range of specialists with decades of sector-specific expertise and skills.

We support clients to comply with the law and enable them to commercially exploit their assets through better rights and privacy management. We do this by integrating our legal, commercial, information governance and technical expertise into our clients' practices.

As a growing company with an entrepreneurial spirit, we are seeking an enthusiastic and skilled individual to support the team and strengthen our Data Protection and Information Governance service.

The Role

The Information Governance Officer is a new role, which will deliver Data Protection / Information Governance services for a range of clients, mostly in the education and public sectors. In addition, you will work with the wider team at Naomi Korn Associates contributing ideas to develop the business and writing regular blog posts in your subject area.

Role: Full-time (37.5 hours / week) 12-month contract; home / remote working.

Reports to: Head of Data Protection

Responsible for: No line management responsibilities

Key relationships: Prospective and current clients; NKA staff members and consultants.

Key responsibilities

To work with assigned clients to:

- Provide information and advice on compliance with GDPR and related data protection legislation.
- Review of existing data protection related Policies, Procedures and Privacy Notices.
- Advise on the necessity of a Data Protection Impact Assessment (DPIA) the manner of its implementation and potential outcomes.
- Act as the lead contact for communications with the Information Commissioner's Office (ICO).
- Advise and support on the management of Data Protection breaches.
- Review, Monitor and advise on the client's record of data processing activities.
- Manage requests to the client under GDPR.
- Manage requests under Freedom of Information.
- Manage requests under Subject Access (SAR).
- Drafting of all necessary Data Protection related Policies, Procedures and Privacy Notices.
- Manage requests under Environmental Information regulations.
- Responding to client data protection and information governance enquiries.
- Write regular (monthly / quarterly) reporting on client contracts.

Person specification

- At least 3 years-experience as a qualified/named Data Protection Officer (DPO).
- Experience working in the cultural and / or public sectors.
- Excellent organisational skills including managing multiple ongoing work packages / clients.
- Track record of working collaboratively and working as part of a team.
- Excellent communications skills.
- Knowledge of relevant regulations, legislation and quality standards.
- Experience delivering training (or willingness to develop skills to do so).
- A champion for equality, diversity and inclusion.

How to apply

Please submit a CV with two references and a letter (no more than 2-sides A4) outlining your suitability for the role. If you are applying as a job share, please indicate the number of days / hours you are available per week.

Email your application to Jennie Crawford, Chief Operating Officer jennie@naomikorn.com by 5pm on 17 March 2023.

Interviews will be held on zoom week commencing 27 March 2023.