

naomi korn

ASSOCIATES

Information Governance Manager

£35,000-45,000 per annum; with pension and benefits

Part or Full time (minimum of 0.5 FTE)

Permanent contract.

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 values-driven and 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

Due to the expansion of the Data Protection team, we are recruiting a second Information Governance Manager, which will deliver Data Protection / Information Governance services for a range of clients, mostly in the education, charity 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: Part or Full-time; permanent; 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 information rights legislation including GDPR and data protection, PECR etc.
- Review, Monitor and advise on the client's data protection compliance documentation.
- Manage and respond to clients' GDPR/Data Protection queries and other support needs.
- Manage requests on behalf of clients under the Freedom of Information and Environmental Information Regulations (for applicable clients) applying exemptions/exceptions and redactions as necessary.
- Manage on behalf of client's data rights requests including Subject Access Requests (SAR), producing response letters, applying exemptions/exceptions and redactions as necessary.
- Drafting of all necessary 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.
- Advise and support clients on the management of Data Protection breaches.
- Conduct data protection compliance audits.
- Conduct reviews of clients against ICO codes of practice and guidance.
- Keep up to date and informed of relevant information rights legislation, guidance and changes.
- Develop blog posts and draft communications for clients and Naomi Korn Associates.
- Act as the lead contact for communications with the Information Commissioner's Office (ICO).
- Responding to client data protection and information governance enquiries by phone, email and video call as required.
- Write regular (monthly / quarterly / termly) reporting on client contracts.

Person specification

- 3-5 years-experience as a Data Protection Officer (DPO) or Information Governance Professional.
- Experience working in the education, charity 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 deliver training).
- A champion for equality, diversity and inclusion.

How to apply

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

Email your application to Jennie Crawford, Chief Operating Officer jennie@naomikorn.com on Thursday 15 June 2023 at 12 noon.

Interviews will be held on zoom on 20 June 2023.