

# JOB DESCRIPTION AND SPECIFICATION



## CIVIL SERVICE OF JAMAICA

### Ministry of Labour and Social Security

<b>PROPOSED JOB TITLE:</b>	<b>Data Protection Officer</b>
<b>PROPOSED JOB GRADE:</b>	<b>GMG/SEG 3</b>
<b>POST NUMBER:</b>	<b>76299</b>
<b>BRANCH:</b>	<b>Executive Office</b>
<b>UNIT:</b>	<b>Data Protection</b>
<b>REPORTS TO:</b>	<b>Permanent Secretary</b>
<b>MANAGES:</b>	<b>N/A</b>

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

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## 1. Job Purpose

Under the general supervision of the Permanent Secretary, the **Data Protection Officer (DPO)** is responsible for providing technical advice and guidance to the Ministry of Labour and Social Security (MLSS) on a range of privacy, data protection and technology related regulatory and compliance matters.

The DPO will monitor internal compliance, inform and advise the MLSS on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Office of the Information Commissioner.

The Data protection Officer will also support the MLSS through assisting with the introduction and implementation of its privacy programme.

## 2. Key Outputs

- Ministry's Data Protection Policy and Guidelines;
- Staff informed and educated on their data protection obligations and correct data use and compliance;
- Data compliance audits;
- Mechanisms to monitor the Ministry's ongoing ability to remain data compliant;
- Communication initiatives between the MLSS and Office of the Information Commissioner (OIC);
- Records of data processing activities;
- Records on data protection standards;
- Addressed breaches of the Data Protection Act;
- Responses to queries;
- Reports;
- Individual Work Plan.

## 3. Key Responsibility Areas

### Technical/Professional Responsibilities

- Provides strategic legal and regulatory guidance to senior management and other divisions on privacy and data protection issues, law and trends;
- Ensures that the MLSS processes personal data in compliance with the data protection standards and in compliance with the Act and best practices;
- Provides advice and recommendations to the MLSS about the interpretation or application of the data protection rules;
- Provides overall management for the research, development, and implementation of Data Protection policies and procedures in the Ministry;
- Drafts new and amends existing internal data protection policies, guidelines, and procedures, in consultation with key stakeholders;

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- Researches, designs, and implements Data Protection Governance Frameworks and strategies to manage the use of personal data in compliance with the requisite standards and guidelines;
- Co-ordinates the efforts of the MLSS in the implementation of essential elements of the applicable data protection regulation, such as the principles of data processing, data subjects' rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches;
- Consults with the OIC to dispel any doubts about how the provisions of the Act and any regulations made under it are to be applied;
- Draws the Ministry's attention to any failure to comply with the applicable data protection rules and Policy;
- Ensures that any contravention of the data protection standards or any provisions of the Act by the MLSS is dealt with;
- Oversees the maintenance of records required to demonstrate data protection compliance;
- Supports the data incident response and data breach notification procedures;
- Manages systems that ensure appropriate assignment of responsibilities in relation to the management of data and information and the processing and protection of personal data;
- Performs or oversees initial and periodic privacy impact assessment, risk analyses, mitigation and remediation;
- Ensures that data controllers and data subjects are informed about their data protection rights, obligations and responsibilities and raises awareness about them;
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- Handles queries or complaints on request by the Ministry, the data controller, other person(s), or on their own initiative;
- Co-operates with the OIC (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);
- Provides expert advice and educates employees on important data compliance requirements;
- Delivers training across all Divisions and Units to staff members who are involved in data handling or processing;
- Prepares and submits routine and special reports, as required;
- Participates in meetings, seminars, workshops and conferences as required.

### **Other Responsibilities:**

- Performs other related functions assigned.

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### 4. Internal & External Contacts (*specify purpose of significant contacts*)

#### Internal

Position	Purpose
Permanent Secretary	Receive directives & work assignments. Receive requests for information and dissemination of information to ensure ongoing compliance with policies, guidelines and the Act
Divisional heads, managers and supervisors	Receive requests for information and dissemination of information to ensure ongoing compliance with policies, guidelines and the Act
General Staff	Disseminate information to ensure ongoing compliance with policies, guidelines and the Act

#### External

Position	Purpose
Office of the Information Commissioner	Obtain and share information relating to the administration of the act
Other MDAs	Provide clarification on submissions and provide requested information
Auditors, clients, consultants etc.	Receive and facilitate requests for information
Regional/international partners, regulators, technical compliance trainers.	Participation in any local, regional and international conferences, specialised training and knowledge sharing fora

### 5. Performance Standards

- Sound and timely advice provided;
- Queries/information requests processed in agreed standards and timeframes;
- Records of all data processing activities are maintained in accordance with established standards;
- The Ministry's Data Protection Policy is implemented within the established timeframe and in accordance with the Data protection Act and best practices;
- Staff are educated and informed about their data protection obligations and correct data use and compliance in the required timeline;
- Legislative advice on all matters relating to the Data Protection and privacy provided is grounded in legal research and delivered in a timely manner;

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- Data compliance audits are conducted regularly to maximise data safety, ensure compliance, and address potential issues;
- Mechanisms to ensure the MLSS remains data compliant are implemented monitored consistently;
- Reports are comprehensive, accurate and submitted within the required timeframe;
- Systems and standards are developed in a timely manner and adequate controls and tracking systems are in place to monitor their effectiveness;
- Operational policies and procedures are documented, kept current and accessible to all who are required to be apprised;
- Confidentiality, integrity, and professionalism displayed in the delivery of duties and interaction with staff.

### 6. Key Competencies

#### Specific knowledge and Skills

- Sound knowledge of the Data Protection Act and other applicable data protection policies and legislation;
- Good knowledge of the GoJ Records and Information management Policy;
- Good knowledge of monitoring and evaluation frameworks;
- Demonstrable skills in managing continuity, change and transition;
- Knowledge of computerised systems and software, including the MS Office suite.

#### Core

- Excellent written and oral communication skills;
- Excellent interpersonal and stakeholder engagement skills;
- High level of confidentiality;
- Detail oriented;
- Goal/results oriented.

### 7. Minimum Required Qualification and Experience

- Bachelor of Law degree in Compliance, IT Security, Audit or a related field;
- Minimum three (3) years' experience in law, audit and/or risk management, compliance;
- Experience or specialised training in records and information management systems;
- At least one Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).

### 8. Special Conditions Associated with Job

- Normal office environment;
- Required to travel to meetings/workshops in the Regions;
- Required to work beyond normal working hours in order to meet deadlines.

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### 9. Authority of the position (*examples of decisions taken & decisions referred to supervisor*)

- Access personal and sensitive information;
- Handle queries or complaints on request by the Ministry, other persons, or on his/her initiative;
- Address any contravention of the data protection standards or any provisions of the Act by the Ministry;
- Provide recommendations to the MLSS about the interpretation or application of the data protection rules;
- Implement data protection policies and procedures in the Ministry.