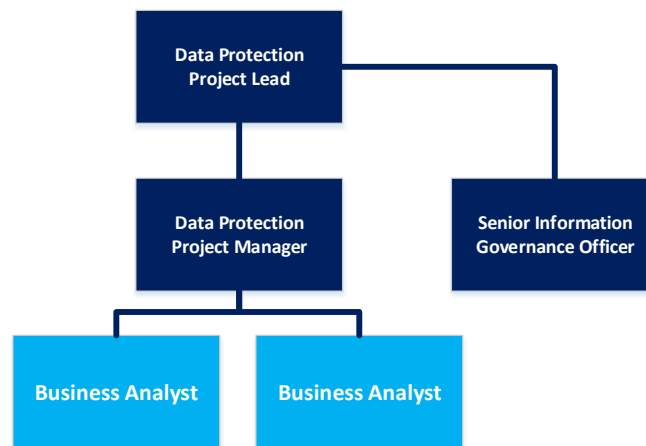


Job Title – Business Analyst (x2)

DIRECTORATE:	Corporate Services
TEAM:	Taking Care of Personal Data project (Information Governance)
REPORTING TO:	Taking Care of Personal Data Project Manager
CONTRACT:	Fixed-term (12 month project)



WORKING RELATIONSHIPS:

Inside Diabetes UK
<ul style="list-style-type: none"> • Data Protection Project Team • Information Governance Team • Heads of Teams • User groups across the organisation
Outside Diabetes UK
<ul style="list-style-type: none"> • Managed Services Provider • Third party vendors • Service users or supporters

OVERALL PURPOSE OF THE JOB

To support delivery of the Taking Care of Personal Data project, ensuring Diabetes UK complies with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as the ePrivacy regulations. This role includes supporting development of guidance, processes and training around data protection compliance, in addition to the cataloguing of information assets held across the organisation.

MAIN DUTIES AND RESPONSIBILITIES:

- Work within the project to discover, assess, and catalogue information assets across the organisation
- Analyse complex business scenarios to distil and, where required, document data flows

- Provide documentation support for requirements and cataloguing activity
- Support project work to determine legal requirements of the GDPR, in particular Article 30 Record of Processing Activities (ROPA) needs
- Review and advise on Data Protection compliance and sector specific best practice
- Work closely with teams across the charity to support delivery of policies and procedures relevant to Data Protection and IT security legislation
- Undertake work as might be reasonably be expected by the Data Protection Project Manager

PERSON SPECIFICATION:

The best person for this job will have the following skills:

- Ability to analyse and bring a critical mind-set to develop solutions to compliance-technical problems
- Demonstrable knowledge of relevant legal and statutory requirements relating to Data Protection, privacy and consent
- Able to manage conflicting priorities and workload as part of a wider team
- Work well in a project structure, able to work to agreed standards
- Demonstrate excellent attention to detail
- Adaptable communication style for different audiences
- Effectively manage working relationships, in particular engaging with non-tech stakeholders

The best person for this job will have the following experience:

- 2-4 years' experience eliciting business and systems requirements
- Working knowledge of Data Protection regulations
- Experience gathering business and system requirements
- ISO27001 and Cyber Essentials
- Development/implementation of training and adoption plans
- Knowledge of Microsoft applications including Visio
- Significant experience and knowledge of using Business Analysis Techniques to document, evaluate and deliver options

The best person for this job will be:

- Educated to degree level or equivalent in a relevant discipline
- Committed to quality through the ability to identify areas of improvement to as-is practices
- Able to develop positive working relationships and promote best practice
- Able to work on own initiative with minimal supervision and to tight deadlines
- A strong, confident verbal and written communicator who is able to influence a variety of stakeholders