

Job Title – Project Manager

DIRECTORATE:	Corporate Services
TEAM:	Taking Care of Personal Data / Sensitive Data projects
REPORTING TO:	<i>Head of Legal & Compliance</i>
CONTRACT:	<i>Fixed-term (project role)</i>

Org chart should be for the team only. Include job titles only, not names. Highlight the vacancy

WORKING RELATIONSHIPS:

Inside Diabetes UK

- DPO
- Project Lead & wider team
- Internal staff

Outside Diabetes UK

- Third party vendors
- Service users or supporters
- External IT providers

OVERALL PURPOSE OF THE JOB

To work with Data Protection practitioners in delivering the Taking Care of Personal Data and Sensitive Data projects to ensure that Diabetes UK complies with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as ePrivacy. This role includes responsibility for project management, documentation of guidance, processes and embedding practices.

MAIN DUTIES AND RESPONSIBILITIES:

- Work with Project Lead to manage project priorities and workload
- Engage with key stakeholders to obtain commitment to project outputs and outcomes
- Manage the Project team in triaging actions, issues, risks and interdependencies
- Provide clarification to work actions to ensure quality expectations and delivery times are established
- Demonstrate excellent attention to detail when documenting project outputs
- Manage project-to-programme reporting
- Maintain project logs, version control of key documentation and refresh of intranet pages

PERSON SPECIFICATION:

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

- Demonstrate knowledge of the relevant legal and statutory requirements relating to Data Protection, privacy and consent
- Think strategically to balance compliance risk with business objectives and organisational maturity
- Manage conflicting priorities and workload influence key stakeholders and communicate risk appropriately
- Work well in a programme and project structure
- Organise a project team in a flexible and time sensitive manner
- Communicate expectations clearly and consistently, in writing as well as verbally
- Track changes through key documentation
- Structure work to establish time estimates

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

- At least 2 years working in a project or campaign environment ideally within the charity sector, local government or NHS organisation
- Experience working with special category data
- Writing reports and minutes to a high standard
- Experience monitoring tasks, risk and issues in a project-programme context
- Development and monitoring of data protection training plans

The best person for this job will be:

- Educated to degree level or equivalent
- Committed to quality, able to identify areas of improvement in current practices
- Able to develop positive working relationships to promote good practice
- Comfortable working on own initiative with minimal supervision and to tight deadlines

- A strong, confident communicator able to influence a variety of stakeholders with different levels of information governance knowledge
- Able to make a positive impact in everything they do
- Passionate about making a difference to people living with diabetes