

Job title	Lead Data Privacy Specialist		
Job family	Data and Analytics	Band	E

Job purpose

Responsible for leading the design, operationalization and enhancement of an effective privacy by design programme across the BBC Public Service.

- Key responsibilities and accountabilities**
- Work with the DPO to implement systems and controls to ensure compliance with relevant data protection legislation and regulation.
 - Be an expert in privacy by design process, providing technical and practical knowledge, insight and guidance to peers and colleagues pan-BBC.
 - Ensure privacy by design is imbedded across the BBC for all products and processes.
 - Act as a technical resource providing pragmatic advice on the practical consequences of complying with relevant privacy obligations, including interpretation of relevant laws, and guidance on the implementation of internal policies, procedures and guidance.
 - Guide on the implementation of internal operational privacy practices.
 - Support stakeholders to navigate compliant use of personal data for new products, services and changes to business processes.
 - Conduct Data Protection Impact Assessments and other privacy risk assessments.
 - Advise on high risk/complex processing activities.
 - Communicate and champion the BBC privacy by design policies to the wider BBC, liaising with Legal on relevant changes to data privacy by design policies and guidance.
 - Develop internal policies, procedures, guidelines and best practices with respect to privacy by design.
 - Maintain the BBC's Records of Processing Activities.
 - Create, coordinate and deploy privacy training and communications programmes through multiple channels, specifically around operational compliance with data privacy principles and privacy by design,
 - Collaborate with other teams across the BBC on strategic and division level projects and initiatives.
 - Work with other teams and divisions in the broader organisation to define, document and distribute privacy by design best practice and standards.
 - Drive a positive privacy awareness culture throughout the BBC.

- Knowledge, skills, training and experience**
- Essential**
- Extensive experience of working in a data privacy role that involves the practical delivery of privacy by design programmes/processes, and assessment of risk into products and services lifecycle design.
 - Strong practical knowledge and application of key data protection legislation (including PECR), and an awareness of upcoming regulatory changes that will impact BBC online products and processes, and internal business services.
 - Experience setting up and running privacy operation programmes.
 - Experience assessing complex risk assessments.
 - Experience of drafting privacy by design policies, and related practical guidance.
 - Experience of strategic and framework development.

- Experience of working collaboratively and business partnering across a diverse set of senior stakeholders.
- Excellent written, verbal and presentation skills.

Desirable

- Qualified lawyer, law degree or relevant industry qualifications (CIPM or equivalent certification showing familiarity with principles of Privacy Programme Management or Practitioner certificate in Data Privacy/Protection or equivalent).
- Experience of managing a team.
- Broadcast, production, start-up or media experience.
- A mix of public sector and commercial experience.
- Successful academic background in your specialist discipline.

Job impact

Decision making

- Works autonomously to deliver the data privacy by design strategies.
- Takes decisions on implementation of policy.
- Proactively works with internal stakeholders at senior level of management.
- Brings recommendations for continuous improvement across the organisation.
- The most challenging aspect of this role is to influence the imbedding of data privacy by design.

Scope

- Management or leadership of a team or teams, providing technical expertise across: project teams; technical delivery resources; an emerging matrix organisation.
- Strategic dimensions: covering transformation mid and long-term (2-5 years).
- People Management: No people management.
- Financial management : No budgetary management.
- Oversee the quality of the work performed by members of any project/supplier teams ensure it delivers measurable business benefits and maintains integrity with the overall strategic direction.

Other information

For Reward team use only

Job Code

Definition:

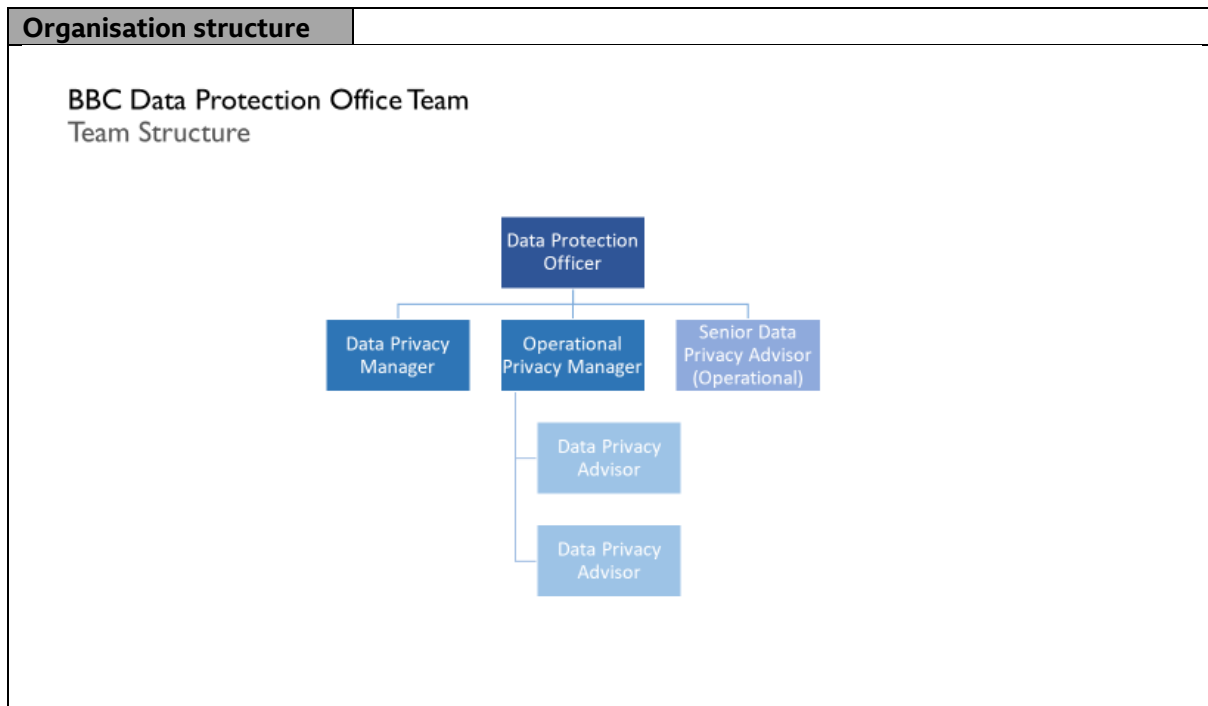
Content Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Finance & Operations, QRA
Reports to (title)	Data Protection Officer
Location base	London / Flexible



Additional job specific responsibilities and accountabilities_

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	