

### **JOB DESCRIPTION**

**JOB TITLE:** Data Protection Manager  
**GRADE:** Band K (£41,241.86 - £44,414.31)  
**EMPLOYER:** Oxford Diocesan Board of Finance (ODBF)  
**DEPARTMENT:** Secretariat  
**LINE MANAGER:** Director of Secretariat  
**ACCOUNTABLE TO:** Director of Secretariat  
**RESPONSIBLE FOR:** N/A  
**LOCATION:** Church House Oxford, Langford Locks, Kidlington  
**JOB TERM:** Permanent (after probationary period)

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### **BACKGROUND**

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](https://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](https://oxford.anglican.org/annual-review)

### **JOB PURPOSE**

The purpose of this role is to provide expert advice, regulatory compliance and case management of data protection issues arising within the Oxford Diocese Board of Finance, (ODBF) and in support of its Parishes. It is a senior and collegiate role, focusing on four key areas of legislative and regulatory implementation and compliance, advice and guidance, case management and training and awareness.

It requires working autonomously, with confidence in personal decision-making and a supportive and collegiate personal style, which promotes transparency and a healthy reporting culture.

### **PRINCIPAL ACCOUNTABILITIES**

<b>1.</b>	To manage the implementation of new legislation such as the Data (Use and Access) Act 2025, (incl. data protection complaints procedure) and to review and develop policies and procedures which best supports compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). To identify data protection risks and develop solutions to reduce exposure.	<b>20%</b>
<b>2.</b>	To provide expert data protection advice and support to colleagues in ODBF, including working closely with Area Teams and being responsive to Parish queries, as required.	<b>20%</b>
<b>3.</b>	To undertake and case manage data protection matters including, but not limited to, Subject Access Requests, (SARs) and data breaches, including reporting to the Information Commissioner's Office, (ICO).	<b>50%</b>

4.	To promote and champion best practice in data protection and be responsible for the provision of data protection training for staff, parishes and some volunteers.	5%
5.	To undertake wider agreed tasks that support the work of the department of Secretariat and their own professional development	5%

**1. To manage the implementation of new legislation such as the Data (Use and Access) Act 2025, (incl. data protection complaints procedure) and to review and develop policies and procedures which best supports compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). To identify data protection risks and develop solutions to reduce exposure**

- Keep abreast of changes in data protection legislation, guidance and best practice and to advise the Director of Secretariat and other members of the leadership team on required changes to policies, processes and procedures.
- Implement changes associated with new legislation, including, (but not limited to) developing a data protection complaints procedure under the 2025 Act.
- Review and update policies, processes and procedures to ensure compliance with legislation, regulation and best practice and where required, support implementation.
- Develop documentation and implement appropriate training as required to ensure, those acting within their responsibilities of ODBF, understand the importance of, and compliance with, ODBF's data protection policies and procedures.
- Monitor compliance with the GDPR and other data protection laws, and review data protection policies, awareness-raising, training, and audits and identify any areas of risk to the Director of Secretariat, along with recommended solutions to mitigate them.
- Ensure that communication channels, both ODBF-facing and for Parishes are up to date and accurate, to enable proactive signposting to policy, procedure or documentation which supports compliance with data protection regulations.

**2. To provide expert data protection advice and support to colleagues in ODBF, including working closely with Area Teams and being responsive to Parish queries, as required**

- Provide expert advice to colleagues in a supportive way, in the resolution of specific case queries and to provide general advice and guidance in adherence to best practice.
- Be the first point of contact to respond to queries from Parishes, Staff and Volunteer Committee Members, (when required) regarding GDPR compliance.
- Liaise with the Registry and colleagues in the National Church when there is need for legal advice on complex GDPR related matters.
- Coordinate and maintain regular data protection communication channels to help raise awareness of data protection requirements and the relevance and impact on the work of ODBF and Parishes. This will include maintaining data protection documents and guidance on the Diocese of Oxford website.

**3. To undertake and case manage data protection matters including, but not limited to, Subject Access Requests, (SARs) and data breaches, including reporting to the Information Commissioner's Office, (ICO)**

- Process Subject Access Requests (including data erasure requests) on behalf of ODBF and provide advice and assistance as required, towards those being handled by the area offices, in line with legislative requirements and required timescales.
- Review files, identify potential issues, liaise with others to collate information held, assess appropriate disclosure or withholding of information and seeking legal advice from the Registry, where required.
- Seek consent for disclosure from third parties where required, redacting files as necessary.
- Maintain a log of all Subject Access Requests (SARs) and accurate records of documents and assessments for each SAR.

- Maintain a log of all data breaches and respond to incidents in line with legislative requirements and timescales, including investigating the breach and compiling evidence.
  - Categorise data breaches and draft reports to the Information Commissioner's Office (ICO) where required.
  - Work with the Director of Secretariat and other colleagues to address learning points from breaches.
  - Advise the Bishop's Chaplain on Subject Access Requests and data breaches that relate to clergy files and other Area Office files.
- 4. To promote and champion best practice in data protection and be responsible for the provision of data protection training for staff, parishes and some volunteers**
- Coordinate and monitor data protection training for staff and some volunteers, (including Committee Members) where appropriate.
  - Provide data protection briefings at Parish Officer training events organised by ODBF.
  - Maintain an up-to-date knowledge of technical competency areas, to provide accurate training and expert advice.
- 5. Other reasonable duties and responsibilities**
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
  - Maintain up-to-date knowledge of technical competency areas.
  - Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
  - Participate in the ODBF performance management processes.
  - Comply and fully cooperate with ODBF policies including:
    - Health and safety
    - Dignity and respect in ministry and at work
    - Equality, diversity and inclusion
    - GDPR
    - Safeguarding
    - Carbon Confidence.

## **DIMENSIONS**

- First point of contact for data protection queries.
- Responsible to the Director of Secretariat (designated Data Protection Officer) for the effective management and compliance of data protection areas.
- Data Protection caseload: at least 12 subject access requests (SARs) and 8 to 10 data breaches per annum.
- Work collaboratively and supportively with multiple stakeholders, across other departments in ODBF, Parishes, Area Teams and with clergy teams.

## **PLANNING & ORGANISATION**

- Oversees and coordinates compliance of data protection and GDPR legislation within the Church House Staff Team and Area Teams and offer advice outwardly to Parishes.
- Case manages SARs and data breach processes.
- Under the leadership and guidance of the Director of Secretariat, develop and deliver accurate and high-quality advice, policies and procedures, in a timely and collegiate manner.

## **DECISIONS**

- Prioritises own work across the range of principal accountabilities and within the required legislative and regulatory timelines.
- Assesses and implements required redaction of subject access requests; categorises data breaches and advises on appropriate responses.
- Effectively actions necessary paperwork, keeping an accurate and auditable record of assessments and decisions.
- Assesses and responds to queries with confidence, clarity and in a timely way.

## **CONTACT WITH OTHERS**

- Although no line management responsibilities, the role requires the post holder to work collaboratively and confidently with heads of departments and other officers involved with data protection, including the Registry.

### **Internal**

- Director of Secretariat
- Chief Executive Officer and Diocesan Secretary
- Directors of Human Resources and Communications
- Heads of Department
- Bishop's staff
- Safeguarding team
- Bishop's Chaplain (responsible for data protection in relation to clergy information)
- IT Services
- ODBE staff
- Staff handling Parish GDPR training and queries
- Other members of staff and occasionally Volunteers, (including Committee Members).

### **External**

- Information Commissioner's Office
- Church of England GDPR lead
- Registry (Diocesan Registrar)
- National Safeguarding Team
- Other Dioceses
- PCCs and Deaneries
- Clergy
- Laity.

## **PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- In-depth, current knowledge of GDPR/data protection legislation and its impact on organisational processes
- Experience of case management of Subject Access Requests (SARs) and data breaches
- Experience of giving advice in the area of GDPR/data protection
- Attention to detail and thoroughness in all aspects of work
- Experience of matrix working across internal departments and external people, to deliver agreed outcomes

- Proven ability to prioritise and categorise work to meet organisational goals and other priorities
- Demonstrative collaborative and supportive working style
- High level of IT literacy
- Ability to plan, organise and coordinate multiple tasks, to a high quality, whilst working to deadlines and seeing projects through to completion
- Ability to promote a positive data protection culture within the organisation in a supportive manner
- An excellent communicator both in writing and orally to a variety of audiences
- Ability to work flexibly under pressure, comfortable with some ambiguity and in dealing with information of a sensitive nature
- In sympathy with the ethos and values of the Church of England.

#### **Desirable**

- Experience in project management
- An effective administrator with ability to deliver training and facilitate meetings or workshops.

#### **GENERAL INFORMATION**

Band	Salary Band K
Remuneration	<p>Salary scale - £ 41,241.86 - £44,414.31 per annum pro rata (0.40541 FTE)</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>15 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	It is a statutory requirement for ODBF to automatically enroll employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be found on the Church of England website:

	<a href="https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf">https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf</a>  We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions by reducing your tax and national insurance payments.
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side, or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• A DBS Check is <b>NOT</b> required for this role.</li> </ul>

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: .....