

ADVERT ID 169155

General

NABMSE

Kildare Education Centre Friary Rd Kildare R51KN66
<http://www.nabmse.ie>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Fri May 13 2022 13:57:47
Application Closing Date: Fri May 27 2022
Commencement Date: Fri Jul 1 2022
Status of Post: Other
Number of Vacancies: 1

POST DETAILS

Title: Data Protection Officer
Description: NABMSE - The National Association of Boards of Management in Special Education

Title of Post: Data Protection Officer (DPO)

Job Description: Data Protection and Information Compliance Officer (DPO) for NABMSE and its member Boards of Management and schools.

Employing Authority: National Association of Boards of Management in Special Education

Contract Status: Fulltime. This post is funded by the Department of Education and Skills and is subject to annual review.

Location: Kildare Education Centre, Friary Road, Kildare Town, Co. Kildare R51 KN66

Hours of Work: Hours of work will normally be 9am-5pm, Monday – Friday, with a flexibility of hours to apply for training/projects approved by the Executive Committee.

Reporting Relationships: The Data Protection Officer will be responsible to the Executive Committee of NABMSE and will report to the Chairperson.

Job Summary: The DPO will be responsible for advising and supporting NABMSE and its members on all matters relating to data protection, data access requests and Freedom of Information (FOI) requests and will be the primary point of contact for NABMSE, its employees, Executive Committee, and Boards of Management/School members.

Essential Criteria: A knowledge of special education in Ireland; excellent IT skills; accustomed to working on their own initiative; have excellent interpersonal, communication and organisational skills.

Main Duties and Responsibilities

- To provide expert advice and support to employees, members of the Executive Committee, and member BOMs and schools in relation to all data protection related queries and incidents.
- To support member schools in complying with current and future data protection regulation.
- To prepare and deliver data protection training to members as required including the development of support materials for same.
- To project manage all data protection processes and requirements, ensure and monitor compliance with the GDPR and other European and national legislation and policies including Department of Education and Skills circulars.
- To maintain a record of NABMSE's data processing in the form of an inventory of processing activities.
- To act as a point of contact for the Data Protection Commissioner (DPC) on all data protection issues, complaints and queries, including the monitoring of responses and requests.
- To act as a point of contact for data subjects of NABMSE in relation to all issues regarding the

processing of personal data and the exercise of their rights under GDPR, including facilitating and managing Subject Access Requests (SARs).

- To ensure organisational compliance through audit and review of all procedures and practices.

Note: the list of duties as set out above is not intended to be exhaustive. Duties and responsibilities may vary from time to time in accordance with changing organisational and GDPR needs. NABMSE reserves the right to review and update this Job Description on an on-going basis and to incorporate, into the Job Description, such changes as are necessary.

EMPLOYING AUTHORITY WEBSITE: www.nabmse.org

REQUIRED QUALIFICATIONS:

a). Qualifications

Experience/familiarity with the Special Education sector

- Hold a relevant data privacy certification such as CIPP/E, CIPM or equivalent.

b) Required Skills & Competencies

The ideal candidate will have -

- Previous experience in the privacy/data protection role specifically in the area of advising on compliance with and operational guidance under, national and EU data protection law.
- Familiarity with privacy and security risk assessment best practices.
- Experience with creating and implementing data protection policies, procedures, and training materials, and promoting a culture of data protection compliance.
- Expertise in the area of national and EU data protection law.

Please apply with your CV, and send it by post or email to:
The General Secretary
NABMSE

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post
- External Application Form

APPLY TO THIS JOB VACANCY

Apply To:	Kildare Education Centre, Friary Rd Kildare R51KN66
County:	Kildare
Enquiries To:	generalsecretary@nabmse.org 0449337500
Website:	http://www.nabmse.ie

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