



**Responsible Data Officer**

<b>Location</b>	To be decided	<b>Department</b>	Corporate Services
<b>Reports to (Job Title)</b>	Operations/Finance Manager	<b>Salary Band</b>	D mid
<b>Matrix manager (if applicable)</b>	Data Protection Manager	<b>Competency level</b>	2

**Role definition**

**Role purpose**

This is a new role that has been developed to provide support to Christian Aid’s responsible data work internationally for a one-year contract term. The post holder will be responsible for providing training support and guidance on responsible data matters to colleagues and partners in the country of operation, ensuring organisational policies and guidance is adhered to at a Country Level. The successful applicant will also be responsible for helping to develop new training, templates and procedures in conjunction with the Data Protection Manager and support related training and awareness raising across the international department working both regionally and globally.

**Key outcomes**

- Ensuring that each project in the country of operation has a fully completed Monitoring Evaluation and Learning (MEL) plan at the outset, with specific focus on the data collection and processing aspects of the documentation – ensuring that all personal data collected has a specific purpose and is done so on the basis of a specific and listed legal basis
- Regular review of these MEL plans to ensure that data collection and processing is specifically limited to what was stated at the outset of the project
- Work with ID Data Quality Adviser to develop MEL databases, policies and procedures for use at country level which align with our responsible data commitments
- First point of contact for data protection queries in-country, escalating to the Data Protection Manager where necessary
- Participate in Responsible Data Group meetings to provide monthly updates on progress
- Work with Data Protection Manager to develop appropriate data collection and consents wording on a project-by-project basis, and develop these into standard template (“boilerplates”) for similar types of projects across the International Department
- Works with Research Evidence and Learning team on research ethics and data collection for country level research, and alignment with responsible data commitments
- Escalating any potential data protection breaches and/or subject access requests to the Data Protection Manager
- Work with the Data Protection Manager to ensure that all personal data is recorded in the data retention policy, and to ensure that all documentation is destroyed in line with this policy – specific focus on physical documentation that cannot be automated
- Monitor whether all personal data is being stored properly within Christian Aid approved systems, and aim to drive use of centralized systems such as SharePoint and Kobo
- Where we are working with local partners look to build capacity and understanding of CA’s data protection obligations, building and delivering appropriate training on data protection with regards to data collection techniques and data security requirements, that can be scaled up to partners across our country programmes in ID



- Monitoring the development of any local data protection legislation in the country of operation, in particular where this may diverge with GDPR and have additional compliance requirements – also, where they exist, acting as the first point of contact with local regulatory bodies.
- Helping build a data protection practice in ID through developing materials from one country programme into global templates, standards and procedures

**Role agility**

**Expected national travel per annum** Up to 20 days

**On call/unsocial hours** No

**Expected international travel per annum** Up to 20 days

**Surge capacity for emergency responses** No

**Role context**

The role will report to the [Senior Operations & Finance Manager]. It will not have direct reports but will be required to oversee the implementation of our corporate response to responsible data policies and procedures in country. The role will be expected to work closely with the country team, as well as with local partners, and will have the necessary interpersonal skills and a proven track record for doing this. The role will include building on the work in country to help develop guidance and procedures that can be scaled up to work across country teams regionally and worldwide. It will also support investigations and responsible data initiatives within Christian Aid’s wider geography.

The role will be matrix managed by the Data Protection Manager.

**Role requirements**

**Relationships**

**External:** Local NGO partners, implementing partners and regulators

**Internal:** Relationships across the whole programme and ability to interface at all levels from community member to country manager. Strong interface with Data Protection Manager and others with responsible data roles within Christian Aid.

**Decision making**

The post holder will be the focal point for responsible data policy and procedure implementation in the country of operation and for updating it in response to changes in local legislation in liaison with the Data Protection Manager. It will investigate issues coming out of the application of our policies in liaison with the Data Protection Manager and ensure they are reported on our corporate system.

**Budgetary/savings responsibility** N/A



