

# Data Protection Advisor

<b>Employer:</b>	East West Railway Company
<b>Location:</b>	Milton Keynes
<b>Basis:</b>	Interim to Perm
<b>Salary:</b>	Contract Day rate: £200-£250 Permanent Salary: £30,000.00-£40,000.00
<b>Role Summary:</b>	Unique opportunity to support the development of a nationally significant infrastructure project; providing legal support to the legal team within the organization.
<b>Team dimensions:</b>	Reporting directly to the Data Protection Officer.

## A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

# Responsibilities and Accountabilities

The Data Protection Officer at EWR Co has a clear mandate to lead and deliver data protection principles by building privacy into our culture and making sure that required standards are kept to by all staff.

As Data Protection Advisor at EWR Co you will work closely with EWR Co's Data Protection Officer and will have a crucial role in making sure that the EWR Co maintain compliance with data protection laws and is aligned to regulatory requirements.

You will be required to provide administrative and strategic support in relation to the following matters:

- Developing and maintaining a GDPR & Data Protection Act 2018 compliance framework to align with the current and proposed future state of EWR Co.
- Promote data protection and GDPR compliance across EWR Co
- Support the IT team to specify and design security requirements that comply with GDPR & Data Protection Act 2018.
- To ensure compliance with policy, processes, and procedures throughout the organization with day to day management of the Data Protection regime.
- Providing input in Data Protection Impact Assessments and the impact of new business processes.
- Updating the RoPA's when required
- Maintaining processes, procedures, and training material for Data Protection and Cyber Security.
- Supporting on privacy queries and complaints.
- Management of data subject access requests processes and reporting.
- Provide practical advice to colleagues around day-to-day information management tasks to ensure that they are aware of their obligations under the UK GDPR & Data Protection Act 2018

In carrying out the above duties, you will need to:

- Support the EWR Co. commitment to customer service and the customer journey.
- Adopt and work to the EWR Co. Health and Safety principles.
- Implement EWR Co's vision and values, behaving in ways that are in alignment with EWR Co's Ways of Working, encouraging and supporting others to do so
- Promote diversity in the workplace.

Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

## Experience and skills

Your skills and experience will include:

- Knowledge of the GDPR plus implementing and writing processes and procedures
- Experience of in-house GDPR awareness training
- Prior work experience in Data Protection is essential
- You will have excellent data and processing abilities, coupled with the ability to communicate well with colleagues.
- Excellent analytical skills
- Ability to work independently as well as be a team player

## What we offer (When Permanent):

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 36 days holiday a year (including bank holidays) + up to 2 days to buy
- Life assurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

## Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: [recruitment@eastwestrail.co.uk](mailto:recruitment@eastwestrail.co.uk)