

Person Specification:

Data Compliance Coordinator

Introduction

Here at MSI Reproductive Choices UK we are proud to be a social enterprise that is changing the world for the better, MSI Reproductive Choices UK is best known for its abortion services which help up to 70,000 clients a year globally.

Our UK network of welcoming clinics and local community services, together with a 24-hour confidential helpline work to provide high quality, safe, accessible, and compassionate advice, care and support for the people who need our services. 95% of our services are commissioned by the NHS. The remaining 5% are self-funding or supported by use of charitable funds.

We're proud to be champions for reproductive choice and we are looking for people to join our committed teams of both clinical and non-clinical colleagues. We want individuals who believe in our mission and who can clearly describe how and why they feel that what MSI Reproductive Choices UK does is important.

To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI Reproductive Choices UK mission and vision. For this reason, only **fully pro-choice candidates** will be considered for any role within MSI.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification, adverse financial checks, basic criminal record checks and risk database screening checks.

Key Skills

To perform this role, it is essential that you have the following skills:

- Demonstrable experience working with technical and non-technical stakeholders, including the ability to analyse and present information to staff from non-Information governance backgrounds
- Data Processing Flow mapping understanding (as-is and to-be processes)
- Document information Assets using our DPIA template and OneTrust privacy tool
- Ability to communicate and collaborate at all levels of the organisation
- Meeting management of Information governance steering group – minute and action capture and distribution to stakeholders
- Demonstrable experience of dealing with information/erasure requests.
- Knowledge of, and ability to adhere to, data protection principles, rights and lawful basis.
- Intermediate to advanced skills in using Office 365 applications, in particular Teams, Outlook, Word, Excel, PowerPoint; strong technology skills and ability to pick up new systems quickly
- A team player as well as dedicated, committed and bring a high level of self-motivation. Ability to take the initiative, be assertive, persuasive and think strategically
- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Excellent presentation skills and experience of keeping users engaged, holding, and supporting steering group meetings, leading calls when required
- Be able to work outside of core hours or on weekend where a project may require it
- High level of attention to detail, delivering quality in a fast paced environment with potentially

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Resourcinguk@MSIChoices.org

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tight deadlines

To perform this role, it is desirable that you have the following skills:

- Experience of Information Governance and compliance role ideally in the not for profit or healthcare space
- Experience in working on projects in a compliance capacity is desirable
- Knowledge of working with NHS, CCG or CQC or healthcare environment
- Experience with incident management, ICO liaison.
- Experience with report drafting and minute taking.
- Knowledge of DPA 2018, UK GDPR
- Experience with delivering business cases and projects
- An understanding of current data protection and cyber security landscape and how we should respond to changes within it.

Formal Education/qualification

- Degree Educated/Further Education (Desirable)
- Data Protection/GDPR training (Desirable)

Personal Attributes

MSI Reproductive Choices is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is:

- Passion and drive to learn and excel within the data protection and security arena.
- Excellent communication skills and document writing.
- Sound judgment and analytical skills.
- Tact and diplomacy skills.
- Able to prioritise multiple strands of work.
- Confident in working across professional boundaries throughout many specialities.

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