

UNIVERSITY DATA PROTECTION OFFICER

Legal, Governance and Compliance
Division

ALC1516

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact **Emma Black, Director of Legal, Governance & Compliance** via emma.black@uea.ac.uk.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



30 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

Reporting to the Director of Legal, Governance and Compliance, you will hold the designated role of University Data Protection Officer with the corresponding statutory responsibility for ensuring that the University is aware of and compliant with UK GDPR and other data protection obligations.

You will lead the Information Compliance Team whose responsibilities include information compliance, Freedom of Information, Environmental Information Regulations and Data Protection, ensuring that expert professional advice is provided on matters relating to data protection in agreements, supplier and partnerships both in the UK and overseas, transactions, disputes, and other areas which affect the University, our employees, and our students.

You will be expected to lead and continue to embed and influence a culture change in the way the University manages information, and you will be responsible for the development of Information Policy, overseeing the development and implementation of relevant policies, processes, and initiatives and providing overall compliance assurance to the Executive and Council members.

You will be an information professional with expert knowledge of data protection law and practices and will be responsible for understanding the University's data assets, the location of those assets and overseeing the effective legislative compliance of those assets.

As a senior member of the Legal, Governance and Compliance Team, you will have the ability to build and maintain effective relationships with all colleagues across the university including senior management and stakeholders. You will also represent the University and be the first point of contact for external regulatory authorities, such as the ICO.

KEY RESPONSIBILITIES

DATA PROTECTION OFFICER RESPONSIBILITIES

- Hold the role of designated Data Protection Officer for the University, ensuring statutory obligations are fulfilled as defined by Article 37 and 39 of the UK GDPR.
- Lead the day-to-day management of the University's obligations with respect to data protection matters, liaising and advising staff at all levels, and maintaining oversight of all issues which relate to the protection of personal data, including the investigation of personal data breaches and other data security incidents (Article 38(1))
- Liaising and working with colleagues at all levels within the University, including at senior management level, in the provision of advice in relation to information issues and their obligations pursuant to the GDPR and other UK data protection provisions. (Article 39(1)(a))
- Monitor compliance with the UK GDPR and other data protection laws, the University's policies, the assignment of responsibilities, awareness-raising, training of staff, and engagement and fulfillment of internal audits.
- Provide ad hoc and timely advice, analysis on information issues and compliance assurance as required by the University senior management and stakeholders including the Executive and Council Members.
- Contribute fully and promote the maturing of the University's approach to risk management generally and specifically in relation to information risks.
- Provide expert advice and monitor the undertaking of data protection impact assessments throughout the University to ensure data protection is implemented by design and by default.

THE ROLE (CONTINUED)

- Promote and embed a culture of mature data management in the way the University manages information and understands its information assets by identifying and evaluating the University's controls over data processing activities.
- Report directly to the highest level of University Governance and act independently in the performance of all statutory tasks.
- Act as the point of contact for the ICO and co-operate with the regulator in all relevant matters including requests for information that are subject to further investigation.
- Monitor relevant legislation, regulations, case law, directives, and circulars to provide proactive relevant, timely and current advice to ensure compliance is monitored in relation to the activities of the University and its associated companies.
- Identify potential legal risks and provide appropriate advice to protect the interests of the University and its employees considering the nature, scope, context, and purposes of the personal data processing.
- Draft, review, update, and negotiate relevant documentation in relation to data protection legislation (including contractual provisions, memoranda of advice, letters, policy documentation etc.).
- Manage the creation, provision and maintenance of accessible policies, procedures, and training in respect of data protection issues and ensuring staff are aware of their obligations and responsibilities for effective and compliant data management and records management.
- Effective and compliant management of requests made under the Freedom of Information Act, Environmental Information Regulations and Data Protection Act ensuring that all responses are compliant with legal obligations and UEA policy
- Provide support to the lead reviewer for all internal reviews of responses to lawful requests for information.
- Represent and actively promote the interests of UEA at appropriate internal and external conferences and meetings.
- Advise on new legislation and lead on training and awareness across the University.
- Maintain the UEA Publication Scheme.
- Undertake investigations into breaches of relevant policy, liaising across the University and with external authorities as required.

TEAM LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

- Actively contribute to the Senior Management of the Legal, Governance and Compliance Team by ensuring that corporate messages are effectively and positively cascaded and supported, that team and individual objectives relate to the corporate plans and are monitored and delivered, rotation chairing of the Legal, Governance and Compliance team meetings, providing line management support to wider team members where necessary to cover SMT absence.
- Manage and lead the Information Compliance team to deliver objectives which comply with regulatory requirements and align to the wider University objectives.
- Plan and manage the acquisition, deployment, and effectiveness of resources to meet specific needs and ongoing demand.
- Ensure the Information Compliance Team adheres to standards, statutory or external regulations and codes of practice and compliance.

THE ROLE (CONTINUED)

- Lead the development of the Information Compliance Team to ensure the availability of appropriately skilled resources to meet organisational objectives and commitments.
- Be accountable for ensuring all responses provided by the Information Compliance Team under the UK GDPR, the Data Protection Act 2018, the PECR, the FOI Act and the Environmental Information Regulations are handled according to the requirements of the statutory requirements and in compliance with relevant University policies and procedures.
- Contribute to inter-disciplinary teams as required in relation to information compliance.
- Support the lead reviewer for all internal reviews of responses to requests for information and lead on correspondence with regulatory bodies where requests for information are subject to further investigation.

GENERAL INFORMATION

- There is an expectation with the role that you will be available to work outside office hours to respond and support information related critical incidents and specific duties relating to the position of DPO.
- You will be expected to attend staff training sessions to refresh and update systems knowledge and the range of core skills required to undertake the role. The University will support the DPO in the maintenance of their expertise in data protection legislation.
- Any other such duties as may be assigned by the line manager that are commensurate with the grade of the post.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- A related degree (or equivalent qualification) or equivalent experience (E)
- Experience of managing a team and proven delegation skills (E)
- Demonstrable experience of successfully operating and influencing at senior stakeholder level (E)
- Previous experience as a Data Protection Officer (E)
- Demonstrable experience of managing complex compliance matters (E)
- A data protection qualification or certification (D)
- A management qualification (D)
- Experience of designing and delivering training courses and materials (D)

SKILLS AND KNOWLEDGE

- Expert and up to date knowledge of relevant legislation and a willingness to undertake and apply further training and development as necessary (E)
- Ability to manage and prioritise a wide range of complex issues and to react confidently and quickly to emerging situations (E)
- A proactive approach to identifying, proposing, and delivering workable solutions in a timely and cost-effective manner, and to establishing processes and standards to support the relevant obligations of the University (E)
- A collaborative working style with excellent communication and presentational skills (both in person and written) to work with individuals from a variety of backgrounds, cultures, and nationalities (E)
- Strong managerial skills to effectively lead a team (E)
- Excellent leadership and analytical skills, sound judgement and decision-making skills, and the ability to build strong relationships and influence others (E)
- Ability to work in confidential areas and deal with sensitive information (E)

- Flexible approach to work, including occasional out of hours work (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available from 2 December 2024 on an indefinite full-time basis.

Salary will be £56,921 to £65,814 per annum on Grade 9 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

This is a management role with direct line management responsibilities. The post holder is expected must be able to adjust their 60% site based working pattern.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an

environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **10 November 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **20 November 2024** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DIVISION

The Legal, Governance and Compliance Division is newly formed and brings together the functions; Legal Services, Corporate Governance, Information Compliance, University Safety Services (incorporating Health & Safety, Risk Management and Business Continuity) and Student Discipline and Resolution.

The Division delivers organisation wide enabling functions with an ambition to create a central hub of institutional knowledge that intelligently connects the business with solution driven, proactive, risk aligned, quality advice and support to achieve the delivery of the University's vision and strategic objectives.



OUR VALUES

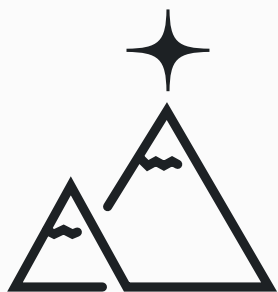
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

