



**Head of Information Governance and Data Protection  
Officer (DPO)**

**Post Reference: NU4826**

**Salary Scale: £44,746 to £50,253 per annum**

**Vice-Chancellor**

Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green,  
Birmingham, West Midlands, B32 3NT.

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# Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## **Job Description**

<b>Job Title:</b>	<b>Head of Information Governance and Data Protection Officer (DPO)</b>
<b>Grade:</b>	<b>8</b>
<b>Salary:</b>	<b>£44,746 - £50,253</b>
<b>Hours:</b>	<b>Full-time</b>
<b>Department:</b>	<b>University Secretary's Office</b>
<b>Reporting to:</b>	<b>University Secretary and Chief Strategy Officer</b>

### **Purpose of Post:**

The University believes that good information governance and assurance practice should be embedded in the way the University operates. The Head of Information Governance and Data Protection Officer role is to enable and ensure that each professional service and academic area and all members of staff uphold this principle. The role's core objective is to ensure the University complies with all current and future information governance legislation related to data protection, e-privacy and Freedom of Information and governance codes of practice, advising on appropriate management of associated risks.

The University, as a public body, is mandated to designate a Data Protection Officer under the current UK GDPR / DPA 2018. Birmingham Newman University is a data controller that is considered a Public Authority which therefore requires us to maintain a Data Protection Officer function. As the Data Protection Officer, the post-holder will fulfil the statutory obligation and responsibilities of this office.

The Data Protection Officer aspect of the role is a governance and advisory role and requires application of in-depth knowledge of data protection and information laws to the University sector. The Data Protection Officer must maintain and further an infrastructure which both facilitates the rights of data subjects (including past, present and future visitors, applicants, students, staff, contractors, clients etc.) and enables the University to achieve its core activities and legal responsibilities through accountability at every level of the organisation.

The role is situated within the Risk, Resilience, and Assurance team however, as the designated Data Protection Officer (DPO), the post-holder will maintain a direct reporting line to the University Secretary to ensure the independence required for fulfilling their statutory obligations under data protection legislation. Given this remit, the post-holder will work with considerable independence and proactivity, while aligning their work with the strategic priorities of the University.

1. **Main responsibilities:**

(i) Regulatory Compliance and Governance

- Interpret and communicate current and emerging legislation related to data protection, e-privacy, Freedom of Information (FOI), and governance codes of practice to ensure organisational compliance and practical implementation.
- Develop, maintain, and regularly review comprehensive policies, procedures, and management systems to align with legal and regulatory standards (e.g., ISO27001), ensuring appropriate consultation with relevant stakeholders and approval through the University's governance frameworks.
- Establish systems to monitor compliance with policies and legislation and mitigate risks effectively, escalating in line with the University's Risk Management Policy and Framework, and providing periodic assurance reports.
- Manage responses to data protection queries and rights requests, FOI, and EIR requests, ensuring compliance with legal requirements and internal policies.
- Act as the primary point of contact for the ICO and other regulatory bodies, consulting stakeholders as required, while maintaining independence in decision-making in relation to the monitoring of compliance.
- Act as a primary point of contact for data subjects wishing to exercise their information rights or highlight data protection concerns or issues.

(ii) Training, Awareness, and Cultural Change

- Drive understanding regarding information management and related governance arrangements throughout the University to support compliance; leading across departmental boundaries to promote awareness and empower staff to take ownership of their responsibilities.
- Lead training initiatives on data protection, privacy, and information risk; collaborating with colleagues in Digital and IT Services to address cybersecurity and information governance training needs.
- Ensure staff receive appropriate training on data protection and privacy, supplementing existing programmes with topic-specific workshops.
- Work with key individuals within departments to ensure data protection knowledge is embedded throughout the University, creating a network of key contacts through which good practice can be cascaded and associated operational risks escalated.

(iii) Leadership and Advisory Role

- Provide expert advice to senior management and committees, influencing policies, business planning, and institutional practices; and know when to escalate and/or seek external expertise on particularly complex or contentious matters.

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- Represent the organisation in committees and external networks to share best practices and promote information governance standards.
- Actively participate in and/or manage as appropriate significant University projects, contributing relevant expertise to facilitate operational changes.
- Plan, organise, and manage work to align with the University's strategic goals and priorities as well as team objectives, ensuring quality service delivery and continuous improvement.
- Resolve complex issues and propose innovative solutions to enhance information governance and compliance systems.

#### (iv) Record-Keeping and Reporting

- Maintain accurate and compliant records to meet internal and external requirements while seeking to optimise operational effectiveness.
- Lead on the development and monitoring of the University's records management policy and processes, establishing institutional good practice in circulation and retention of documents, data and information.

#### (v) Additional Duties

- Ad hoc policy and project work or other occasional duties as required by the University Secretary commensurate with the level of the post.
- Undertake continuous professional development activities to fulfil the role and maintain currency of requisite knowledge and skills.
- Contribute to, and/or chair, internal and external committees, sub-committees and working groups, as required.

### *Data Protection Officer (DPO) Specific Responsibilities*

#### (vi) Compliance and Risk Management

- Lead the ongoing development and implementation of the University's data protection action plan.
- Investigate personal data breaches and liaise with internal stakeholders as part of the incident management process. Where necessary being responsible for notification to the ICO as required, ensuring any necessary corrective measures are implemented.
- Provide specialist advice on data sharing agreements, contractual clauses, DPIAs and Transfer Impact Assessments.
- Contribute data protection expertise in the wider work of the University Secretary's Office (e.g. disaster recovery and business continuity, monitoring compliance and related audit evidence and assurance reporting).

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- Maintain processing records as per legal requirements and ensure compliance with retention and disposal schedules.
- Monitor, annually review and amend the University's Information Commissioners Office registrations and notification(s), or equivalent.

#### (vii) Systems and Information Security

- Work with IT professionals to address technical elements of data protection and oversee relevant security responsibilities.
- Ensure the appropriate management of highly restricted information in accordance with the University's Information Security Policy.

#### (viii) Advisory Role to External Partners

- Provide advice where appropriate to University partners on data protection matters while clarifying their independent compliance responsibilities.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

## **3. General Terms**

### • Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

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- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

#### 4. Person Specification

Criteria	Criteria	Form of Assessment
<b>Educational Qualifications and Training</b>		
Essential	Graduate level qualification or relevant experience at senior level	Application
Essential	Project Management qualification or relevant experience	Application / Interview
Essential	Data protection qualification or 5 years of substantial relevant experience	Application / Interview
Desirable	Experience leading development of good practice in information governance and data protection in a public sector body, ideally higher education sector	Application
Desirable	Certified Data Protection Practitioner (CIPP/E, CIPM, CIPM, CIPT, cert.dp)	Application
Desirable	Certified Information privacy professional (Europe)	Application
Desirable	Legal qualification, certification or relevant experience reviewing and interpreting contractual terms.	Application
<b>Relevant work experience and/or knowledge</b>		
Essential	Experience of influencing strategic policy and decision making within a University or complex public or education sector organisation.	Application / Interview / Presentation / Exercise
Essential	Ability to contribute to and positively influence developments at an organisation-wide level.	Application / Interview
Essential	Experience of establishing and maintaining data protection compliance across a data rich organisation.	Application / Interview
Essential	Experience of making decisions and solving problems where implications can have a critical impact on the reputation and/or sustainability of the organisation.	Application / Interview
Essential	Experience of driving cultural transformation / effective change management across an organisation, through motivating and empowering a cross-organisational team to deliver agreed outcomes.	Application / Interview
Essential	Excellent understanding of the data protection legislation and how it applies to the Higher Education sector / interpreting complex legislation as well as providing	Application / Interview

	guidance and practical solutions to colleagues to ensure information governance compliance.	
<b>Relevant and/or Specific skills required</b>		
Essential	Communicating (verbally and in writing) complex conceptual ideas or complex information to a wide range of people across the University which is highly detailed, technical or specialist.	Application / Interview / Presentation / Exercise
Essential	Proactively and reactively liaising with internal and external contacts in order to build relationships, disseminate information and co-ordinate activities in a timely and effective manner, in order to influence events and decisions and/or to undertake active collaboration.	Application / Interview
Essential	Ability to work under pressure and deal sensitively with confidential information.	Application / Interview
Essential	Ability to give informed, evidence based advice to senior leaders.	Application / Interview
Essential	Prudent decision making on legal and sensitive issues.	Application / Interview
Essential	Experience of developing a programme or services for delivering Data Protection, FOI and EIR support within an organisation.	Application / Interview / Exercise
<b>Personal qualities and attributes</b>		
Essential	Strong / Proven high level communication, interpersonal and presentation skills.	Application / Interview / Presentation / Exercise
Essential	Effective negotiation skills with the ability to influence others' thinking at a senior level.	Application / Interview
Essential	Strong analytical and problem-solving capability.	Application / Interview / Presentation / Exercise
Essential	Ability to deliver on significant projects that require coordination across multiple teams / areas of the organisation.	Application / Interview / Presentation / Exercise
Essential	Ability to motivate and support others and build team morale.	Application / Interview / Presentation / Exercise

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Desirable	Innovative and creative – ability to generate new ideas and recommendations for change/improvement.	Application / Interview
Desirable	Advanced planning, organisational and prioritising skills.	Application / Interview
Desirable	Effective management and leadership skills.	Application / Interview / Exercise
<b>Other</b>		
Essential	Flexibility of hours to meet the needs of the role.	Application / Interview

## **General Terms & Conditions of Employment**

This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 8 £44,746 to £50,253 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### **Disclosure and Barring Service**

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### **Pension and Auto Enrolment**

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

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You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

### **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

### **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

**Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

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**Closing date for applications: 23 July 2026**

**Interviews will take place on: 12 August 2026**

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### **Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)