

CANDIDATE PACK

Information Compliance Manager

Strategy, Planning and Performance

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

School of Organisations, Economy and Society
School of Finance and Accounting
School of Applied Management
School of Management and Marketing

Design, Creative and Digital Industries

School of Architecture and Cities
Westminster School of Arts
School of Computer Science and Engineering
Westminster School of Media and Communications

Liberal Arts and Sciences

School of Social Sciences
Westminster Law School
School of Humanities
School of Life Sciences

The University Executive Board comprises:

Vice Chancellor and President
Deputy Vice Chancellor (Employability and Global Engagement)
Deputy Vice Chancellor (Education and Students)
Deputy Vice Chancellor (Research and Knowledge Exchange)
Chief Operating Officer and University Secretary
Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

Academic Registry
Business Engagement
Estates
Finance and Commercial Activities
Global Recruitment, Admissions, Marketing and Communications
Information Systems and Support
People, Culture and Wellbeing
Strategy, Planning and Performance
Student and Academic Services



JOB DESCRIPTION

Job Title: Information Compliance Manager

Reports to: Clerk to the Court of Governors and Head of University Governance

Department: Strategy, Planning and Performance

Grade: NG8

ROLE PURPOSE

To lead, develop and promote information compliance in support of the University's business and risk strategies. To contribute to the strategic development of the University's compliance team to ensure that the University meets the requirements of Freedom of Information, Environmental Information and Data Protection legislation, and effectively adapts to the requirements of the General Data Protection Regulation (GDPR). The post holder is the named FOI Officer and Data Protection Officer for the University.

PRINCIPAL ACCOUNTABILITIES

Undertake the roles of named Data Protection Officer and Freedom of Information Officer for the University, acting as the organisation's technical specialist, providing advice and guidance to university colleagues, managers and committees at all levels on all related legislation, and liaising with the Information Commissioner's Office (ICO) as required.

Lead the development, implementation, and continuous improvement of the University's information compliance framework (policy and associated processes), influencing and persuading senior colleagues and others to embrace different approaches, new processes, and the latest thinking in relation to information compliance.

Undertake regular reviews of information compliance arrangements to ensure the framework is up to date, fit for purpose and clearly communicated. Adapt the framework in response to updates to Data Protection and Freedom of Information legislation and other changes in the internal and external environment.

Collaborate with colleagues in Information Systems and Support (ISS) on investigating and reporting on data breaches in line with University procedures, notifying the ICO as appropriate.

Working proactively with the ISS lead on cyber security, ensure alignment between the University's approach to cyber security and information compliance, develop and maintain information asset registers, promote good practice in the management of personal and corporate information and assets. Provide specialist input to periodic reviews of cyber security.



Line manage the Compliance Assistants, directing their work and supporting their professional development, to ensure an effective and efficient information compliance service for the University that meets legal deadlines as required by the GDPR and FOI Act.

Ensure effective engagement with the information compliance framework and act as the key point of contact for colleagues as they develop, review, and update Privacy and Fair Processing Notices for all gathering and processing of personal information; personal data breach notifications; documentation relating to the processing of personal data; and data subject rights.

Manage the completion of all requests made under GDPR that relate to data subject rights, including rights of access, rectification and erasure, and information requests made under the FOI Act, in accordance with relevant legal deadlines and all published guidance.

Authorise the appropriate disclosure of information relating to internal and external information personal information requests and FOI requests and ensure that the relevant publication schemes remain up to date.

Positively promote consistent and compliant information and data management practices, through training and engagement across the University. Actively encourage University Executive Board members, Professional Services Directors, and departmental Directors to encourage good information compliance practice within their areas of responsibility.

Collate, analyse and report on trends in GDPR and FOI requests to management in order to inform wider University information strategy.

Advise and make recommendations on the compliance of any University data sharing agreement or contract that involves the sharing or access by third parties of personal data controlled by the University.

Undertake such other responsibilities as determined by the Clerk to the Court of Governors and Head of University Governance in conjunction with the post-holder from time to time.

CONTEXT

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders. We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The Strategy, Planning and Performance Department produces integrated and forward-looking intelligence to support the University in the achievement of its core mission. The Department comprises four teams: Governance, Compliance and Risk; KPI Enhancement; Strategic Planning; and Business Analytics and Market Insight. The Department provides stakeholders with timely, accurate and relevant management information for driving efficiencies and effectiveness; it runs the annual strategic planning round with Colleges and Professional Service Departments; and it is responsible for the effective governance of the University.



The University requires all post holders to have an understanding of individual Health and Safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

The post-holder will be expected to foster cross team working and to deliver a culture of sharing knowledge and information with colleagues. The post-holder will work closely with the University Archivist/Records Manager and team (Libraries and Curriculum Research Services), the Head of IT Developments and the ISS project office in particular, to promote good information compliance across the University.

DIMENSIONS

- Line management responsibility for two direct reports.
- Key relationships are with the Governance, Compliance and Risk team and with managers in ISS; Finance; People, Culture and Wellbeing, and the Academic Registrar's Department. The post-holder will build and maintain networks and effective working relationships across the University.
- The post-holder is an active member and key participant of the Information Governance Advisory Group.
- The post-holder is expected to develop relationships with peers within the professional community, both within and outside UK Higher Education to maintain awareness of best practice.
- The post-holder may sometimes be required to work outside of normal hours.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A postgraduate certificate in a relevant discipline or equivalent relevant experience.
- Certificated training in one or more of the significant areas of compliance, with DPA and/or GDPR being essential
- Membership of relevant professional body e.g. BCS, PDP, NADPO

Desirable

- A postgraduate certificate in Information Compliance, Information Security or Legal training (PDP) or similar
- Practitioner certificate in FOI or equivalent.

TRAINING AND EXPERIENCE

Essential

- Significant experience in information compliance or data privacy for a large institution.
- Experience of being an official Data Protection Officer.
- A sound understanding and experience of the Data Protection Act (1998), the EU GDPR, and DPA and legislator requirements around data handling principals and data subject requests. Practical experience of developing and running a system for managing information asset registers and compliance recording.
- Understanding of GDPR and ability to disseminate this knowledge to all areas of the business.
- Knowledge and experience of key national and international compliance legislation in relation to data handling and information security as well as laws relevant to the academic and research sectors including: The Regulation of Investigatory Powers Act, The Human Rights Act and The Privacy and Electronic Communications (EU Directive) Regulations.
- Experience of negotiating data privacy terms/privacy impact assessment/incident management/subject access requests and of turning legal rules into practical compliance strategies and policy
- Knowledge and experience of key national and international compliance legislation in relation to data handling and information security as well as laws relevant to the academic and research sectors including: The Regulation of Investigatory Powers Act, The Human Rights Act and The Privacy and Electronic Communications (EU Directive) Regulations.



- Experience of negotiating data privacy terms/privacy impact assessment/incident management/subject access requests and of turning legal rules into practical compliance strategies and policy
- Experience of developing and implementing organisational policies and procedures in relevant areas.
- A sound understanding of the FOI Act, FOI principles and practical experience of developing and running a system for managing FOI registry for compliance recording.
- Up to date knowledge of the Environmental Information Regulations (EIR).
- A good knowledge of and relevant IT skills, including MS Office 365.
- Previous experience providing training and supporting documentation to promote DPA compliance.
- Experience of managing a team.
- Evidence of relevant, ongoing continuous professional development.

Desirable

- Familiarity with information compliance within the UK higher education sector.
- Experience of managing a compliance team

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent verbal and written communication skills; the ability to articulate compliance issues to a wide audience and contribute to policies and operations, which have medium and long- term implications.
- Evidence of skills involved in influencing and in project management.
- Ability to make independent decisions and contribute to policies and operations, which have medium and long-term implications.
- Ability to work to agreed timescales while standards of accuracy are maintained.
- Excellent analytical and practical problem-solving skills.
- Ability and enthusiasm to take responsibility within a team and to adapt to changing professional standards, information technologies and user requirements.
- Integrity, diplomacy and the ability to discuss sensitive matters with confidence and tact.
- Ability to be an active and effective team member.
- Ability to organise a complex workload and to plan ahead.



- Excellent inter-personal skills, collegiate approach and responsive to user needs.
- Self-motivated with a positive, flexible, solution-focused attitude.
- Willingness to undertake a complex variety of tasks.
- Fully committed to the University's values (progressive, compassionate, responsible) and to contributing to an actively anti-racist, inclusive and safe environment.
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.

You may also include an up to date curriculum vitae; names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 12 May 2024.

Interviews will take place on 29 May 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

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The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).

A generous occupational pension scheme.

Annual incremental progression and/or cost of living reviews.

Generous maternity, paternity and adoption leave.

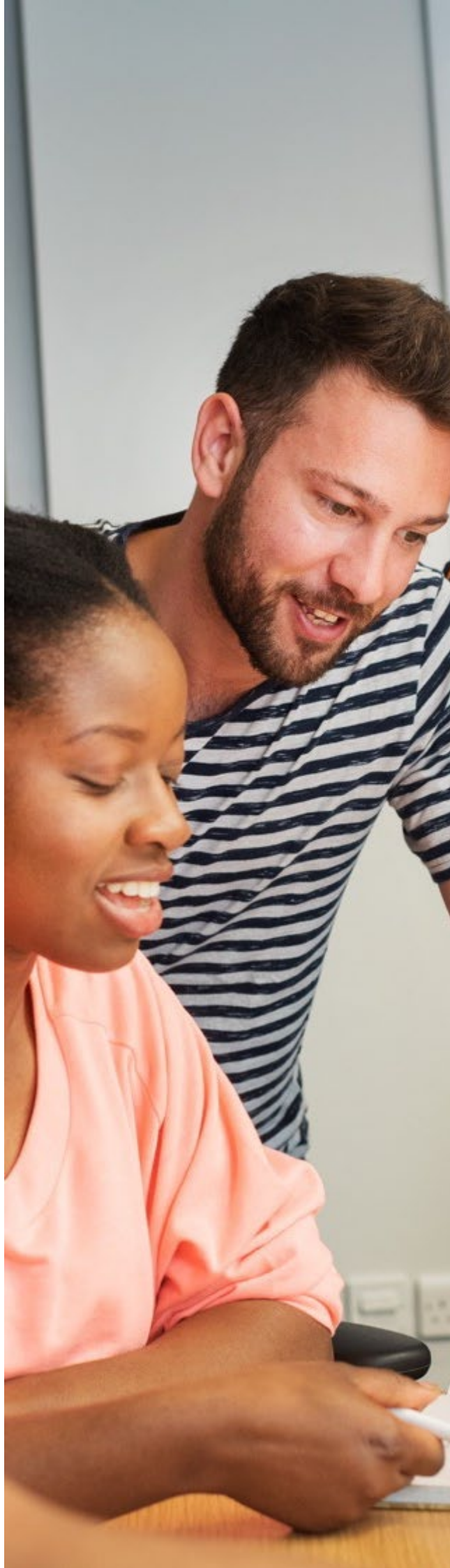
Flexible working and smart working.

Learning and development opportunities.

Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.

Employee assistance programme.

The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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