

## **JOB DESCRIPTION AND EMPLOYEE SPECIFICATION**

<b>JOB TITLE:</b>	<b>Registrations Administrator</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Operating Officer</b>
<b>HOURS:</b>	<b>Full-time</b>
<b>SALARY BAND:</b>	<b>£27,000 - £29,000 (dependent on agreed hours and experience)</b>

## **OVERVIEW**

The Data Protection Authority (“the Authority”) is the independent data protection regulator, responsible, through the Office of the Data Protection Authority (“the ODPA”), for the implementation and operation of the regulatory function under the Data Protection (Bailiwick of Guernsey) Law, 2017 and the European Communities (Implementation of Privacy Directive) (Guernsey) Ordinance, 2004. This involves enabling the public to exercise their rights under the legislation as well as supporting organisations in the public, private and third sectors to comply with its requirements. The ODPA is overseen by the Data Protection Commissioner (“the Commissioner”).

## **PURPOSE OF POST:**

The Registrations Administrator will assist in the annual fee levy collection process and the maintenance of internal records in compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017.

The Registrations Administrator reports to and is supervised by the Governance Officer in the first instance and is expected to manage their own workload. They will have significant contact with members of the public, businesses and public sector organisations.

## **KEY RESPONSIBILITIES**

- Manage the data protection register, providing guidance, approving and processing new registrations and renewal payments in compliance with the Law ensuring that records are accurate and up to date and that lapsed registrations are reported to the appropriate officer.
- Act as a point of contact for the ODPA through email, mail, telephone, online and in person, providing initial information regarding data protection issues; redirecting matters to other staff as appropriate.
- Produce management information reports to help monitor the operation of the ODPA and contribute to the production of the annual report and work plan.
- Assist other team members in undertaking research and project work as directed.

- Assist with the provision of a comprehensive administrative support service for the Authority, including organising office resources, dealing with suppliers, maintaining premises and equipment and maintaining electronic records.

The above responsibilities cannot fully encompass all that is required of the post holder. It is expected that the post holder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post. This job description is non contractual and may be changed, replaced or amended from time to time to meet the needs of the ODP.

### **PERSON SPECIFICATION**

A candidate should demonstrate the following qualifications, skills, competence and/or qualities.

#### **Essential Requirements:**

- Educated to GCSE level (or equivalent); or
- Previous experience in an administration position.
- Working knowledge of Microsoft Office including Word, Excel, and Outlook.
- Organisational skills commensurate with the role of Registrations Administrator.
- Ability to work diligently to high levels of detail and accuracy.
- Good customer services skills and the ability to deal with members of the public and professionals in a highly professional, courteous and efficient manner, including in challenging circumstances.
- A proven ability to maintain confidentiality and handle sensitive issues diplomatically and with integrity.

#### **Desirable Requirements:**

- Good written and oral communication skills.
- A methodical, accurate and organised approach to work, with the ability to maintain administration and IT systems.
- Good time management skills with the ability to work with minimum supervision with a focussed and proactive approach to completing tasks/objectives.
- An understanding of company structures within the financial services industry.

Please note: the successful applicant will be required to obtain a 'Basic Disclosure' from the Guernsey Vetting Bureau.