

# THE CATHOLIC DIOCESE OF NORTHAMPTON



<b>Job Title:</b>	Diocesan Information Manager
<b>Responsible to:</b>	Chief Operating Officer
<b>Location:</b>	Northampton/Remote
<b>Working Hours:</b>	3 days a week

## MAIN DUTIES

### Data Protection

1. Advise the Trustees on Data Protection matters.
2. Monitor, review and update the organisation's Data Protection and related policies
3. Create 'best practice' guidance for data users/handlers
4. Train and advise data handlers on the provisions of the Data Protection Act.
5. Plan and coordinate a programme of inspections of parishes and curial departments, ensuring that data is being handled in a manner consistent with the 8 data protection principles.
6. Be the first point of contact for enquiries from parishes and curial departments on Data Protection and Subject Access requests, providing them with appropriate advice and guidance.
7. Support the diocese in ensuring data remains up to date, is managed according to written policies and is destroyed correctly when appropriate.

### Archives

8. Transfer of information into the Archive, including recording the transferred material onto the electronic database.
9. Maintain Diocesan archives and relating database on an on-going basis.
10. Access and provide information as requested for internal use or to approved Diocesan agencies.
11. Respond to requests from the general public or parishes for information from the archives, ensuring information is not considered sensitive or subject to data protection.

### Policies

- Oversee the Diocesan Policy Matrix and liaise with policy owners to ensure Diocesan policies are reviewed, updated, and approved according to agreed timescales.

## **SPECIFIC SKILLS**

### **Essential**

1. Able to work constructively and at a good pace both alone and within a team.
2. The possessor of good written and oral communication skills.
3. Proficiency in appropriate ICT skills, such as Microsoft Word, Excel, Internet Explorer, Outlook and PowerPoint.
4. A sound understanding of Data Protection law and principles.
5. Knowledge of best practice for archiving.
6. Possessor of a full driver's licence valid in the UK and own means of transport.

### **Desirable**

1. Legal experience
2. Working knowledge of the Catholic faith and environment.

## **PERSONAL QUALITIES**

1. Sympathetic to the aims and objectives of the Catholic Church and ability to relate to its members and their work.
2. Genuine enthusiasm for history and local history of churches
3. Able to relate to and communicate with people from a wide range of backgrounds and ages.
4. Flexible and adaptable.
5. Able to prioritise own workload and respond to differing workload demands.
6. Self-motivated, able to take initiative, and has a generous 'can do' attitude.

**Prepared by:** HR Department

**Date:** Feb-23

**Name of employee:**

**Signature of employee:**

**Date:**