

JOB DESCRIPTION

Job Title:	Data Governance Manager
Department:	Operations Directorate
Responsible to:	Director of Operations
Salary Grade:	PT7 salary scale - £50,500 - £57,000
Hours:	37.5 hours per week

MAIN FUNCTION OF JOB

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland (PCI) through the delivery of the duties outlined.

To be a Senior Manager within the General Assembly's Operations Directorate (OD), contributing to the effective leadership of its functions and assisting in the development of strategies and plans for the delivery of its agreed objectives in a manner in keeping with the Christian ethos of PCI.

To lead the General Assembly's Data Governance function, ensuring compliance with statutory requirements and developing, implementing and managing appropriate systems and procedures

To provide relevant expert guidance and support to the General Assembly, its Councils, staff and, as appropriate, directly to Presbyteries and Congregations in relation to data governance matters.

RESPONSIBILITIES AND DUTIES

Leadership and Management

1. To provide advice and guidance to the General Assembly and its Councils, as well as the wider Church, including Presbyteries and Congregations as appropriate, on data governance matters, in line with legal requirements and decisions of the General Assembly.
2. To contribute to the administration and formulation of policies, strategies and plans as a member of the OD Management Team and in support of the General Assembly, its Councils and Committees.
3. To develop, implement and maintain an effective data governance framework, ensuring that appropriate, professional support is provided to relevant stakeholders.

Operational

4. To develop, implement and maintain a comprehensive suite of appropriate policies and procedures for all aspects of data governance across PCI's central structures.
5. To develop, implement and maintain training and awareness of data governance requirements across PCI's central structures and make use of innovative technologies for providing this.

6. To develop, implement and maintain effective and efficient processes and systems for managing and responding to Subject Access Requests.
7. To investigate / advise on potential breaches of Data Protection legislation and maintain a database of incidents and complaints associated with data governance concerns. Also to provide appropriate specialist knowledge, advice and guidance to presbyteries and congregations following data breaches.
8. Develop and maintain a suite of data governance policies, procedures, guidance and templates which can be adopted, customised and then used by presbyteries and congregations.
9. To develop, monitor and regularly report key performance indicators for data governance functions, providing an appropriate level of assurance to the Director of Operations / General Council PCI. Advise on development and implementation of corrective action as necessary.

General

10. To develop effective working relationships with the appropriate statutory agencies, Information Commissioners Office, solicitors, etc.
11. To take on revised oversight responsibilities in response to the business requirements and the decisions of the General Assembly.
12. To contribute to the overall organisational effectiveness of Presbyterian Church and to perform any other reasonable duties as deemed appropriate by the General Assembly or the Director of Operations.

The duties of the post may change over time to meet reasonable requirements within the Operations Directorate or more broadly across PCI.