

PERSONNEL SPECIFICATION

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

CRITERIA

1. Qualifications and Knowledge

Essential

- A relevant degree or relevant recognised professional qualification or other equivalent relevant qualification at Level 6
- Comprehensive knowledge of data governance systems, procedures and relevant legislation in Northern Ireland **or** Ireland

Desirable

- Comprehensive knowledge of data governance systems, procedures and relevant legislation in Northern Ireland **and** Ireland
- Knowledge of the governance structure of the Presbyterian Church in Ireland

2. Relevant Experience

Essential

- At least 5 years' recent experience in Data / Information Governance, Records Management or equivalent at a senior level within a significant organisation e.g. business, central government, local government or large charitable organisation
- Experience in dealing with a broad range of data protection issues
- Experience of policy development and implementation
- Experience of developing and delivering staff training / awareness sessions

Desirable

- Experience of data governance in a charitable organisation.

3. Personal Attributes

Essential

- Have a high level of written and oral communications skills (including public speaking and presentation skills)
- Have very good interpersonal skills both in formal and informal settings
- Have proven experience in working to deadlines in the context of a heavy and diverse workload
- Able to take the initiative in the development of all aspects of the job and be proactive in implementation

4. Special Circumstances

Essential

- Must be willing and able to carry out the leadership role required of a Senior Manager in PCI
- Must be willing to work within the Christian ethos of PCI.
- Must be willing to work additional hours to fulfil the reasonable requirements of the job and occasional telephone/e-mail communication at home.
- Must have access to a car for work purposes with appropriate business insurance

Desirable

- Must evidence personal Christian faith in practice and expression, normally demonstrated by active membership of a Christian congregation.