

## Analyst, Data Protection

Reporting to: Strategy Director

Hours of work: Full-time, Monday to Friday, 37.5 hours per week

Contract type: 1-year fixed term contract, with likely extension to permanent

Location: Remote within UK, Belgium, France, Greece, Ireland, Netherlands, or Switzerland

Salary: £23,000 to £28,000 per annum is the salary range for the position; position within the range will be determined based on candidate location, expertise and experience.

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; parental leave; flexible working; company-provided MacBook and iPhone; home-working allowance after successful completion of probationary period.

### Job Purpose

To provide research, analysis, report writing and project management support primarily to the 'Apply' team to facilitate the delivery of AWO's data protection consultancy client services and projects.

The role involves understanding and translating into practice how data protection law obligations apply to clients across a wide range of sectors, including non-profits, philanthropy, government, business, humanitarian organisations and academia and across international data processing operations.

### Job Duties and Responsibilities

This is a data protection compliance focused role but also involves legal research and analysis of case law and data protection authority decisions in the context of cutting-edge human rights and technology issues. You will be required to perform other tasks in addition to the below, as requested by the Directors.

#### *Data Protection Client Work*

- Undertake research in relation to the application of data protection and information technology laws and the accompanying obligations on organisations, primarily in relation to new and emergent technologies, research projects, humanitarian action, large-scale and international data processing operations.
- Focus on GDPR, Data Protection Act 2018 (UK), EU member state data protection laws, e-Privacy Directive and the forthcoming Privacy and Electronic Communications Regulations and EU member state law.
- Provide project management and administrative support in delivering advice to clients on data protection compliance and related matters.

# A W O

- Support drafting, delivery and review of data protection policies, agreements and documents, including information notices, inventories of processing operations, data processing agreements and international transfer support mechanisms.
- Support conduct of Legitimate Interest Assessments and Data Protection Impact Assessments for new technologies, applications, projects and organisations.
- Support provision of data protection and privacy-by-design advice.
- Attend client meetings, prepare briefings and presentations as required.

## *Research and Report Writing*

- Monitor developments in international, EU and national data protection law.
- Monitoring developments in data protection authority decision making.
- Draft guidance for clients and general publications.
- Produce reports, factsheets, briefs, press briefings and other material as required.

## *Project Management*

- Support others in managing projects, logistics and general administrative planning to deliver client work and projects to deadlines
- Utilise a range of software packages to ensure information is in the right place and effectively managed and updated
- Monitor and flag risks and issues in a timely manner
- Facilitate good communication with clients and colleagues
- Assist with deliverables to ensure projects are delivered on time and to scope
- Identify and propose new opportunities for AWO to work efficiently and effectively

## *Organisational*

- Contribute to the development of AWO's culture and values
- Contribute to company policy and strategy development as required

## *Compliance*

- Assist in developing and rolling out AWO's internal data protection compliance policies and strategies

## Person Specification

This is a unique and exciting opportunity for someone with a legal background and interest in the intersection between law and technology, who is keen to learn and develop within a small but growing organisation.

It also presents an opportunity for someone who wants to make a difference in a business environment that is also able to deliver positive social impact through a diverse client base.



## *Qualifications, Skills and Experience*

- Six months relevant experience in a legal and/or policy environment
- Law degree, in any jurisdiction
- Familiarity and interest in legal issues related to technology, including data protection
- Up to date knowledge about European and international technology policy issues
- Ability to produce excellent written work, which is well structured, clear and concise
- Excellent communication skills across geographical locations
- Experience working with diverse and/or remote teams; understanding of nature of remote work environment
- Background of working in the civil society and humanitarian fields desirable

## *Behaviours and Competencies*

- Comfort and desire to work from home
- Keen to learn, develop and get involved in a wide range of tasks
- Excellent attention to detail
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there
- Ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- Affinity for AWO's mission and approach to technology and policy