

Disclosure Coordinator

Don't just find a job. Feel it.



As a Disclosure Coordinator, you'll be influencing and supporting teams with ensuring the organisation meets its obligations to process information requests in a compliant, ethical, and effective manner. You'll help us keep safe as houses by using your super coordination skills to manage the processing of information requests and resolving queries quickly.

Connect with what you'll do

In the role you'll be:

- ▶ Providing professional, expert advice to colleagues across the organization on processing information requests and best practice
- ▶ Supporting RHP's compliance with data protection laws and STAIRs, including publication scheme obligations. Assessing, redacting and disclosing information in line with legal exemptions, data protection law and confidentiality obligations
- ▶ Responding to people exercising their data protection rights
- ▶ Investigating and liaising with internal teams to create disclosure bundles
- ▶ Completing first level redactions on disclosure bundles
- ▶ Supporting with the monitoring and reporting of data protection risks
- ▶ Contributing to the preparation of data protection reports for our committees
- ▶ Assisting the Data Protection Officer to deliver business objectives relating to data protection
- ▶ Influencing and supporting teams to adopt data protection by design and default within their processes and projects
- ▶ Undertaking administrative duties to support data protection functions such as maintaining accurate regulatory compliance records, registers, and documentation (e.g., policies, processes, data protection registers and data incident reporting)
- ▶ Building and maintaining effective relationships with internal stakeholders

Connect with how you'll do it

We're looking for someone with experience of:

- ▶ Practical experience with processing regulatory mandated information requests
- ▶ Sound working knowledge of DP legislation
- ▶ Strong organizational skills to manage a busy workload and balance competing deadlines
- ▶ Excellent attention to detail with the ability to work at pace and maintain high standards of quality and accuracy in your work
- ▶ Working with alongside regulatory compliance teams
- ▶ Ability to handle confidential information with discretion
- ▶ Strong IT skills using Microsoft Office applications inc. Word, Excel, Outlook
- ▶ A collaborative approach, with focus on teamwork and shared success

It'd blow us away if you had:

- ▶ Experience with regulatory compliance
- ▶ Working within a large public sector organization

The key behaviours we expect in the role include:

- ▶ Role modelling our values: We know our stuff / We make it happen / We care
- ▶ Demonstrating inclusive behaviours, respecting and embracing difference and listening to other people's unique perspective.
- ▶ Communicating passionately and authentically across different channels, adapting your style and methods to meet the needs of a diverse range of customers and colleagues.
- ▶ Taking pride in being organised, prioritising tasks to meet deadlines.
- ▶ Being self-motivated and able to work without close supervision.
- ▶ Being a great team player and doing what it takes to keep the business moving forward.
- ▶ Working in a methodical way with excellent accuracy and attention to detail.
- ▶ Championing collaborative working across the organisation.