

# Data Loss Prevention Manager



Working better together  
for our residents

## What's it all about

> Information, Systems & Change > Data &  
Digital Solutions/Governance & Performance

Lead the development and delivery of NHG's data compliance strategy, as well as acting as the lead for managing and triaging of information to the business, giving advice and support on data loss prevention compliance.

## How you'll make a difference

Achieve successful outcomes supporting regulatory compliance and confidence in NHG data.

## How you'll do it

- Develop and promote DLP compliance activities, policies, procedures & practices
- Provide advice to the business on all DLP compliance matters, including action plans, policies & mitigation measures.
- Develop triage processes, provide proposals for prioritisation, supply impact statements and develop related KPIs
- Act as the point of contact with data owners and stakeholders to ensure compliance
- Implement and coordinate meeting the ISO8000 standard
- Implement compliance best practice, processes and operating standards
- Ensure investigation of potential breaches, triage & management of risk mitigation
- Analyse and report compliance and risks
- Develop and promote proactive advice, training and support on DLP compliance and data literacy at NHG
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

- Deputising for your manager will also be a key part of the role.

## All about you

### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **manager** level.

This is a people manager role. Please [refer to our people manager standards](#).

### Essential knowledge, experience and skills including qualifications and professional membership

- GDPR certification
- ISO8000 implementation experience/knowledge (desirable)
- Excellent communication and stakeholder management skills
- Staff management skills
- Understanding of project management frameworks
- **Intermediate/ advanced** IT and systems skills including Microsoft office (delete as appropriate)