



# ASSISTANT – DATA COMPLIANCE



## ABOUT THE ROLE

An opportunity exists for an Assistant - Data Compliance Team based at our Head Office in Ewloe, working alongside our Data Compliance Team Leader and Legal Team.

The successful candidate will be required to assist with the implementation of new SAR (Subject Access Request) procedure and other GDPR and DPA related duties.

Responsible to: Data Compliance Team Leader

## KEY RESPONSIBILITIES

- Working with managers and teams to implement GDPR and DPA compliant remedial solutions
- Supporting relevant projects and processes concerning Data Protection
- Supporting the GDPR team with all data protection duties mainly Subject Access Requests.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- Other administrative duties as reasonably required by the Department Head.



## THE PERSON

What kind of person are we looking for?

- Computer skills including use of Windows and Microsoft Office and Excel
- Legal research skills – desirable but not essential
- Good office administrative skills
- Ability to work independently
- Excellent spoken and written English
- Risk management/Compliance/Legal knowledge beneficial, but not essential
- An understanding of IT systems and security
- Ability to work under pressure, to deadlines and to prioritise
- Ability to deal with confidential information
- Ability to work with a wide variety of people.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.