

## Role Specification

<b>Title:</b>	<b>Manager Risk (with Data Protection duties)</b>
<b>Grade:</b>	<b>6</b>
<b>Reporting to:</b>	<b>Director</b>
<b>Ref:</b>	<b>441</b>

### Role Summary

SOLAS is the statutory authority for Further Education and Training in Ireland, established under the Further Education and Training Act 2013. It is an agency of the Department of Further and Higher Education, Research, Innovation and Science. SOLAS oversees a funding allocation to Further Education and Training organisations, mainly the 16 Education and Training Boards of approximately €1 billion annually. The FET system supports around 200,000 unique learners each year. SOLAS also has a statutory role in Apprenticeship.

The Manager of Risk (with Data Protection duties) is identified as a key role within SOLAS. This Manager role encompasses the requirements in SOLAS to identify and manage risk, alongside a comprehensive brief to ensure compliance with Data Protection requirements, working to the Director responsible for these areas. The successful candidate will have full responsibility and oversight of risk, maintenance of risk policy, risk statement, risk registers, compliance and mitigation processes. In addition, this role will include a key responsibility for Data Protection provisions, including GDPR. The successful candidate will also act as the key point of contact for Subject Access Requests (SARs) to SOLAS.

### Responsibilities

In the role of Manager of Risk (with Data Protection duties) the successful candidate will have the following role requirements:

- Independent oversight and challenge of the assessment of risks within the established and required processes and systems for SOLAS, with a clear understanding of the remit and role of SOLAS and the legislative conditions in which the organisation is designated.
- Maintaining the Risk Management Policy, Risk Appetite Statement and Corporate Risk Register. Working closely with the Director responsible, along with the SOLAS Senior Leadership Team and other third parties as required.
- Facilitating the development of the organisation's Risk Appetite, building on the established mechanisms already in place as well as ensuring due regard is given to new and emerging considerations with management of risk.
- Coordinating the review and approval of the Risk Management Policy by ELT (Executive Leadership Team), the sub-committee of the SOLAS Board – the A&RC (Audit and Risk Committee), and the SOLAS Board and reporting on same, working closely with the Director responsible.
- Performing robust review and challenge of each Divisional risk register in SOLAS, as well as supporting good practice and facilitation, to ensure timely and proactive actions and decisions.
- Full implementation of the eRisk system in SOLAS and well as ensuring compliance with audits completed in areas of responsibility.
- Supporting the embedding and understanding of the Risk Management Policy at all levels in the organisation through the provision of an appropriate level of risk training and awareness and promoting a risk aware culture. Ensuring that training for all staff members is completed every 2 years as required, including in risk, data protection, privacy and GDPR legislative compliance.

- Assist staff to meet GDPR requirements, including in areas such as Data Sharing Agreements, Data Processing Security Agreements, Data Protection Impact Assessments, Non-Disclosure Agreements, etc., data breaches. Engage with Government as required on Data Sharing and Governance requirements.
- Lead out on GDPR Requests e.g., Rectification, Deletion and follow procedures as required. Ensure compliance with any SAR request to SOLAS, including where appropriate, confirmation of identity as well as completion of responses within legislative timeframes, working closely with all senior leaders in SOLAS as necessary.
- Lead on internal reporting of relevant risk and data protection/privacy data and analysis, both qualitative and quantitative, to ensure dissemination of good practice as well as highlight at senior level issues and/or trends that require action. This includes, reporting of any data breaches, within legislative requirements as set out in the relevant SOLAS policies and procedures as well as management and monitoring of the risk incident and near miss reporting processes, performing trend analysis of all incidents reported.
- Reporting and working to the Director responsible for Data Protection and Privacy, deal effectively with any data breaches identified and where necessary assume the role of Data Protection Officer (DPO).
- The role will also incorporate the requirement of the SOLAS Access Officer, with responsibility for ensuring that premises and facilities are accessible in line with legislation.
- Development, implementation, review and maintenance of the SOLAS Safety Statement.
- Development and Implementation of SOLAS Records Management policies and procedures and Records Storage Facilities both internally and with external records storage providers.
- Excellent ICT and communications skills to ensure delivery of the complexity and depth of this brief which encompasses a key senior role within SOLAS which also requires high level senior engagement with external agencies and Government.

### **Essential Skills & Experience**

- Third level or equivalent relevant qualification in related subject (legal, H&S, Insurance, administration, IT)
- A minimum of 3 to 5 years senior management experience and knowledge of the Risk, Health & Safety and/or Data Protection function within a complex organisation.
- Demonstrated achievement in the development, delivery and execution of implementing and managing Risk and Data Protection / Privacy systems.
- Excellent leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals and teams.
- Proven record of continuous development, improvement and innovation in the areas of Risk Management, and/or Data Protection and Privacy and/or Health & Safety.
- Excellent written and spoken communications skills, as well as a working familiarity with Risk and Data Protection legislation.

### **Desirable**

- Post-graduate qualification in a related subject.
- Familiarity with the states eRisk System

### **Competencies**

**Applicants must be able to demonstrate that they possess the skills/competencies identified as being important to the role. These include:**

- **Leadership**
- **Thinking Big**
- **Results Focused and Business Aware**
- **Communication**
- **Learner & Stakeholder Focus**
- **Developing Self & Others**