

**Data Access Principal Administrator – Band 6**

**Recruitment role summary and candidate profile**

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| **Data Access Principal Administrator – Band 6** **Knowledge****Essential**A basic practical understanding of:* Data protection legislation such as GDPR and DPA 2018 that are relevant to data sharing
* The different types of organisations that NHS England disseminate data to
* The Importance of information governance in the safeguarding of data.
* What needs to be considered to ensure that NHS England data is disseminated legally

**Desirable**A basic practical:* Understanding of NHS Datasets.
* Knowledge and experience of working within the Public sector and particularly within the Healthcare sector.
* Knowledge of the Health and Social Care Act 2012 and understanding of the changing NHS landscape.
* Up-to-date knowledge of current legislation, best practice and standards in the field of Information Assurance (IA) - Data Protection and GDPR.

**Skills and Experience****Essential*** Experience in an Information Assurance (IA) environment with focus on Data Sharing.
* Experience of managing a number of stakeholders with conflicting priorities within the confines of rules and regulations.
* Experience of managing a team understanding demand and being able to act as an escalation point for complex issues.
* Experience of proactively developing and implementing process to ensure newly created/updated information in documents adhere to organisational policy and standards. This could include error proofing and checking mechanisms.
* Able to present complex and/or technical information clearly and concisely, adapting communication style to meet the needs of a variety of audiences.
* Experience in successful delivery of data-related services in a large and complex organisation.
* Experience working directly with customers and stakeholders to gather defined customer requirements/specifications

Desirable Experience of providing advice on:* Analysing IA matters, ranging from highly complex guidance principles, to mandatory and legal requirements and best practice.
* Analysing IA problems and making recommendations.
* Providing IA advice to external organisations.
* Providing advice on data access & sharing to stakeholders. Experience of working in a complex field with multiple stakeholders which is subject to regulatory or legal control

**Qualifications****Essential** * Educated to post graduate level/ Apprenticeship level 5/6 or equivalent experience
* Relevant professional qualification (i.e. BCS Data Protection Certificate) or equivalent experience.
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| **About NHS England** NHS England leads the NHS in England to deliver high quality care for all. We support NHS organisations to deliver better outcomes for our patients and communities, work to get the best possible value for taxpayers, and drive improvement across the NHS. This includes improving the health of the population and the quality of care, tackling inequalities, and delivering care more efficiently.  Our outstanding teams are passionate about technology and public service, making use of everyone’s skills to improve people’s lives.We collaborate to deliver world class tech and intelligence, so come and join us. We are committed to sustainability, diversity and inclusion; our people are at the heart of what we do. |