



## Job Description

<b>Job Title:</b>	Chief Data Officer
<b>Department:</b>	Data
<b>Certified Role:</b>	Yes
<b>Reports to:</b>	Chief Operating Officer; Dotted line to CRO when acting in his capacity as DPO.
<b>Direct Reports:</b>	Data Analysts
<b>Budget Responsibility:</b>	Yes

### Purpose of role:

To direct and oversee the digital transformation of the business delivering a robust data governance, information management and automation of the Bank's processes.  
As a Data Protection Officer (DPO) to ensure our company is compliant with the General Data Protection Regulation (GDPR)

### Primary Responsibilities of Role:

1. Data Governance:
  - a. providing data & technology leadership and be a catalyst for culture change across the bank by providing insights into digital trends and innovation and providing input on digital and technology in terms of education of staff
  - b. lead facilitator for enhancing data quality processes, generation of data definitions common understanding, data management & documentation, data cleansing and data reconciliation and data integrity . Ensure staff understand the requirements and their responsibility in the process of data governance and management.
  - c. Data modelling: design and implement models utilising different sources of data sets.
  - d. Data tools & reporting: Drive enhancements and leverage technology, process, people to develop tools and reports that help users access and analyse data resulting in better risk management, better margins and better user experience
2. Project Management & Communications:
  - a. influencing the direction of the firm and communicating with diverse teams to take projects from start to finish by aligning people, process, and technology into one integrated vision. Collaborate with diverse functions and business teams to develop and support our internal data platform and to support ongoing analyses.



3. GDPR:

- a. Acting as Data Protection Officer, monitoring the Bank's compliance with the GDPR and internal data protection policies and procedures. Overall GDPR Responsibility.
- b. Deal with privacy breaches
- c. Writing and update detailed guides on data protection policies.
- d. Providing advice and instructions on how to conduct Data Protection Impact Assessments (DPIAs) and monitoring their performance.
- e. Acting as point of contact with supervisory authorities and internal teams.
- f. Ensure all queries from data subjects are dealt with within legal timeframes (e.g. delete their information from our databases).
- g. Arrange for training on GDPR compliance for employees

4. Single Customer View:

- a. Ensure the Single Client View reporting process is reviewed and maintained and tested regularly.
- b. Keep SCV policies and procedure up to date.

**Conduct Requirements:**

**Individual Conduct Rules:**

**Rule 1:** You must act with integrity.

**Rule 2:** You must act with due skill, care and diligence.

**Rule 3:** You must be open and cooperative with the FCA, the PRA and other regulators.

**Rule 4:** You must pay due regard to the interests of customers and treat them fairly.

**Rule 5:** You must observe proper standards of market conduct.

**Competence Requirements:**

**Professional/Academic Qualifications:**

Essential:

BS (or equivalent) in Mathematics, Economics, Computer Science, Information Management or Statistics.

**Experience/Knowledge**

Essential:

At least 7 years' experience position.

**Functional/Technical Skills:**

- **Solid experience in Alteryx, Power BI and SQL language**
- **Multiple projects & team management** –overseeing multiple project engagements simultaneously
- **Analytical Reasoning:** The ability to analyse data quickly and accurately for investigations.
- **Attention to detail:** Show a concern regarding the whole task, ensuring accuracy and attention to detail and the ability to work accurately under pressure and against deadlines.



- **Organisational skills:** The ability to manage own workload, set own objectives and priorities, plan actions and monitor progress.
- **GDPR:** Solid knowledge of GDPR and national data protection laws
- **Information Protection:** Ability to handle confidential information

**Interpersonal Skills:**

Essential:

**Leadership:** Moving others towards a stated goal or objective. Inspiring others by demonstrating high personal standards of performance, integrity, honesty and commitment. Ability to focus and motivate others to achieve business objectives through use of appropriate interpersonal skills.

**Teamwork:** Building positive and open work relationships. Co-operating and liaising with others to achieve goals. Understanding how teams work and how each individual can contribute.

**Communication:** Sound communication skills with the ability to communicate both internally and externally at all levels.

**Good Listener:** Ability to listen to others and be able to interpret the needs arising out of this to deliver a solution/service.

**Languages: (if applicable)**

Essential: English

**Competencies:**

There are *six core behavioural competencies* applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	<b>Competency</b>	<b>Level</b>
<b>1</b>	<b>Professionalism</b>	<b>3</b>
<b>2</b>	<b>Client Focus</b>	<b>3</b>
<b>3</b>	<b>Decision Making &amp; Accountability</b>	<b>3</b>
<b>4</b>	<b>Working with Others</b>	<b>3</b>
<b>5</b>	<b>Change Orientation</b>	<b>3</b>
<b>6</b>	<b>Risk Awareness</b>	<b>3</b>

**Signed:**

**Date:**