**Background**

The National Cancer Registry was established by the Minister for Health in 1991. It operates in association with University College Cork and is funded by the Department of Health.

**Functions of the National Cancer Registry**

* To identify, collect, classify, record, store, and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland.
* To promote and facilitate the use of the data collected, through approved research, and in the planning and management of services.
* To publish an Annual Report based on the activities of the Registry.
* To furnish advice, information and assistance in relation to any aspect of such service to the Minister.

The National Cancer Registry has its own website at [www.ncri.ie](http://www.ncri.ie)

**Number of Employees 58**

**Terms & Conditions**

**Job Title: -** Compliance & Records Management Officer

**(including Data Protection and Freedom of Information)**

**Reporting To: -** This post carries a dual reporting relationship

1. Reports to NCRI Director for Data Protection
2. Reports to Human Resources & Communications Manager for all other duties

**Hours: -**  37 hours per week

**Salary: -** Salary scale is in accordance with Department of Health grade VII (€48,495 - €63,041)

**Contract status:** Permanent

**Commencement date:-** TBC (this post is available for an immediate start)

**Notice: -** One months’ notice in writing is required.

**Probation:-** A probationary period of 12 months will apply

**Annual Leave: -** Annual leave is calculated at 30 days per year.

This is subject to change in line with any nationally negotiated agreements**.**

**Confidentiality: -** Officers are bound by the provisions of Data Protection legislation. Officers must preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work. The confidentiality guidelines of the Registry must be read and signed by all officers, and breach of these guidelines will be sufficient grounds for dismissal.

**Location: -** This post is based at the National Cancer Registry headquarters in Cork.

**Grievance & Disciplinary** These will be as agreed between management and

**Procedures:** staff. The terms of any relevant agreements concerning this grade between the Department of Health and Unions representing staff at the Registry will apply.

**Job Purpose**

**The purpose of this post is twofold;** to create and maintain necessary frameworks to ensure NCRI compliance with relevant legislative requirements/standards and also to develop and implement effective records management policies and procedures at NCRI.

**Duties and responsibilities**

**Data Protection**

Act as Data Protection Officer. This role will include the following tasks:

* Inform and advise NCRI and its employees who carry out data processing, of their data protection obligations pursuant to GDPR and Data Protection provisions in other Union and Member states where relevant
* Monitor compliance with GDPR, with other data protection provisions and with the policies of NCRI in relation to the protection of personal data. This will include the assignment of responsibility, awareness-raising and training of all NCRI employees involved in data processing
* Provide advice where requested as regards the requirements to undertake data protection impact assessments and monitor performance of NCRI with its obligations under GDPR
* Cooperate with the supervisory authorities
* Act as the contact point for the supervisory authorities on issues relating to processing, including prior consultation and to consult with the authorities, where appropriate, with regard to any other matters
* Have regard to the risk associated with NCRI’s processing operations, taking into account the nature, scope and purpose of processing
* Review and provide relevant updates to data protection policies and procedures and ensure overall GDPR compliance
* Perform a gap analysis between current systems and processes and the relevant Data Protection legislation and implement solutions where required
* Act as contact point for data subjects regarding issues around processing of personal data and deal with a requests for information under data protection

**Freedom of Information**

* Maintain the FoI unit at NCRI and act as FoI decision maker
* Deal with FoI census returns to Department of Health
* Ensure FoI publication scheme on NCRI website is continuously updated
* Deal with any third party communications that may be necessary following FoI requests
* Act as liason person between the Office of the Information Commissioner (OIC) and NCRI
* Deal appropriately with fees received for FoI requests
* Work with the Internal Reviewer and ensure that FoI internal reviews are processed within the specified timeframes
* Set up a system to coordinate a central response to FoI, and Data Protection requests as well as parliamentary questions

**Access to Information on the Environment**

* Maintain NCRIs AIE service and ensure all statutory requirements are adhered to
* Ensure AIE information on NCRI website is accurate
* Liaise with the Department of Communications, Climate Action & Environment (DCCAE)
* Deal with AIE census returns to the relevant Government Department

**Records Management**

* Develop, maintain and manage records management policies and procedures including classification schemes and retention and disposal schedules at NCRI
* Ensure that financial, legal or administrative requirements and regulations are complied with in terms of record retention and disposal
* Align electronic and paper-based records and associated filing systems and structures and play a primary role in driving efficient records management systems at NCRI
* Work closely with IT in agreeing a suitable system for managing electronic records and manage and implement such systems
* Work with staff across various departments to establish best practice in records management

**General**

* Monitor the provision of NCRI’s customer charter to ensure that best practice in this area is achieved and maintained
* Develop and maintain NCRI complaints procedure
* Assist with health & safety compliance requirements
* Assist with communications activities as specified by management
* Attend relevant training as required

Any other reasonable duties that may be assigned by management from time to time.

**Qualifications and experience**

* A relevant professional/third level qualification is essential or be qualified by experience
* A qualification in data protection and certified membership of the Association of Data Protection Officers is essential
* A qualification in records management is highly desirable
* A good working knowledge and understanding of the data protection and freedom of information processes is highly desirable
* Substantial records management experience together with excellent IT skills and familiarity with electronic document management systems is desirable
* A general knowledge of the Irish public sector and the environment within which it operates is desirable

**Person Specification**

* Have excellent written and verbal communication skills
* Have the ability to deal effectively with a range of stakeholders and the ability to influence others
* Have good problem solving skills and the ability to quickly grasp, understand and resolve complex issues
* Have good decision making skills and the ability to own such decisions
* Have the ability to effectively chair meetings and guide others to decisions

**Application procedures**

Interested candidates should submit 3 copies of their CV, plus 3 covering letters together with the names of at least two referees to: Human Resources Manager, NCRI, Building 6800, Cork Airport Business Park, Kinsale Road, Cork.

Closing date for receipt of completed applications is Friday March 2nd 2018 at 2 pm.

**Applications by email will not be accepted**

***The National Cancer Registry is an equal opportunities employer.***