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# Privacy Officer

## Scope, purpose and nature of rôle

The Privacy Officer takes the lead on privacy matters, being the focal point or go-to person for management and staff on privacy concerns. While privacy controls are widely distributed throughout the organization and many employees have explicit privacy obligations, the Privacy Officer is ultimately accountable for the adequacy of the organization’s privacy arrangements as a whole, including our privacy framework and compliance with privacy-related obligations.

## Distinguishing characteristics of the ideal candidate

The following personal characteristics are high on our wish-list:

* A genuine interest in privacy matters, willing to take ownership of privacy risks and controls and identify, facilitate and promote improvements as appropriate;
* An obvious passion and almost evangelical enthusiasm for privacy, helping to establish and maintain a strong privacy culture throughout the organization, top-to-bottom, left-to-right;
* Fastidious, willing to make the effort to find out about applicable laws and regulations and apply that learning to the organization’s practices, from the strategic to the operational levels;
* Realistic and pragmatic in approach, for example understanding that minor privacy incidents are practically inevitable but they provide worthwhile learning and improvement opportunities;
* Able to see the bigger picture and think strategically where appropriate, since privacy is just one of many issues of concern to the organization;
* Capable and willing to establish effective, productive working relationships with various managers, staff and other professionals (including third parties) on privacy and related matters, guiding them where relevant, responding to their concerns and collaborating on mutually beneficial solutions.

## Relevant qualifications, skills and experience

The following qualifications and experience are considered relevant and desirable for this rôle:

* **Compliance, legal, information security or risk management background:** exposure to the broader aspects of privacy including compliance, security, ethics and incident management;
* **Work in privacy-related matters:** at least 1 years work experience on privacy issues;
* **General:** at least 5 years employment record post school/academic studies; competent at professional business communications such as writing policies and procedures, providing contemporaneous status updates and presenting/discussing management reports.

Candidates must be willing to undergo background checks to verify their identity, character, qualifications, skills and experience.

## For more information

Please contact Information Security or Human Resources for more about this rôle and the recruitment process, or to apply.