
JOB DESCRIPTION

JOB TITLE	Compliance Manager
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall, Workington
HOURS OF WORK	Part time 0.2 of FTE (7.6 hours per week) worked flexibly between 8.00am-5.30pm, Monday to Friday
SALARY	Term time only (£5,929) or full year (£7,224)
RESPONSIBLE TO	CEO and Business Director

OVERALL PURPOSE OF JOB

- To be responsible for Health and Safety across the UTC (with training where necessary).
- To be the Data Protection Officer for the UTC, ensuring policy is followed and Data Protection, SAR, ICO, etc regulations are followed and dealt with in a timely manner (with training where necessary).

DUTIES AND RESPONSIBILITIES

Health and Safety Coordinator

- Have responsibility for Health and Safety across the UTC, manage the Health and Safety portal and report to the Leadership Team and Governors
- Support the maintenance and development of the UTC's risk register collating the risks present within given areas of the school together with the risk control measures in place to manage these.
- Support all departments across the UTC to develop good health and safety practices and support the development of appropriate risk assessments.
- To keep up to date with health and safety requirements.
- To provide technical advice and support on health and safety issues to teaching and technical staff.
- To report to the senior leadership team and / or governors any issues which may need referral to the Health and Safety Executive (HSE)
- To provide a Health and Safety report to the senior leadership team and / or governors on a termly basis
- Liaise with the facilities manager in relation to Health and Safety of facilities and events
- Responsible for ensuring the Health and Safety Policy is adhered to and updated as required.

Data Protection Officer (DPO)

- Responsible for ensuring the school complies with the UK GDPR and Data Protection Act 2018 and UTC Data Protection Policy. This includes advising on data protection obligations, monitoring compliance, conducting data audits, managing data breaches, and serving as the point of contact for the Information Commissioner's Office (ICO) and data subjects.
- Advise on data protection policies and practices.
- Monitor compliance through audits and staff training.
- Oversee the handling of personal data and subject access requests.
- Manage and report data breaches.
- Liaise with the ICO and ensure statutory obligations are met.
- To report to the senior leadership team and / or governors any issues which may need referral to the ICO
- To provide a Data Protection report to the senior leadership team and / or governors on a termly basis

• OTHER SPECIFIC DUTIES

- To continue personal professional development as required.
- To attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- To understand the safeguarding requirements of the UTC and ensure compliance with the policy.
- To lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- To work within the ethos and aims of the UTC and play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.
- To support the organisation fire evacuation by being a nominated fire marshal.
- To carry out such other duties as may reasonably be assigned by SLT, as and when required.