

Labour Party Job Description

Job title:	Information and Governance Officer
Responsible to:	General Counsel
Location:	Labour Party Head Office, London or Newcastle
Key Purpose:	The post holder will support the operational delivery of the Party's data protection function, working closely with the outsourced Data Protection Officer, the General Counsel, and colleagues in the Governance and Legal Unit (GLU). Approximately 70% of the role involves data protection compliance work, including DSAR handling, compliance administration, and ICO liaison. The remaining 30% involves governance support across the GLU, including on electoral compliance matters. The post holder will work within established processes and escalate complex legal questions to Legal Counsel or the General Counsel as appropriate.

Specific Responsibilities:

1. Progress data subject access requests (DSARs) in accordance with the Party's procedures, working with colleagues to gather documents, carry out reviews using Phaselaw, and ensure responses are issued accurately and on time.
2. Line manage the Governance Administrator, including allocating and overseeing their day-to-day work, supporting their development, and ensuring their outputs meet the required standard.
3. Liaise with the outsourced Data Protection Officer on statutory matters as directed, including supporting DPIA processes, breach reporting, and ICO correspondence.
4. Assist with the maintenance and updating of data protection policies, procedures, privacy notices, and data sharing agreements, as directed by the General Counsel.
5. Assist with maintaining the Party's Record of Processing Activities (ROPA), working with colleagues across the organisation to keep records accurate and up to date.

The Labour Party

6. Carry out initial triage of potential personal data breaches, escalating to the General Counsel and outsourced DPO as appropriate, and maintaining records of incidents.
7. Support the completion of Data Protection Impact Assessments (DPIAs) for new and existing processing activities, gathering relevant information and working with lawyers and the outsourced DPO as directed.
8. Handle correspondence with the ICO on operational matters, including complaints referred back for direct resolution.
9. Assist with data protection training and awareness activity for Party staff, including helping to maintain and update existing training materials.
10. Support the Party's data deletion and retention programme, including through Microsoft Purview and associated tools, as directed.
11. Provide governance support across the GLU as required, which may include assisting with internal disciplinary and complaints procedures, NEC governance, and local government matters.
12. Work closely with colleagues across the GLU and the wider organisation, including staff in the regions and nations, and be expected to work flexibly as part of the wider team.
13. Carry out any other reasonable task, including assisting at by-elections, local election campaigns and/or Annual Conference, as directed by the General Counsel or Legal and Governance Manager.

Labour Party

Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working, including digital transformation and the use of technology to improve compliance and governance processes.

Knowledge

- Working knowledge of data protection law, including UK GDPR and the Data Protection Act 2018, and its practical application.
- Knowledge of data subject rights and DSAR handling processes.
- Knowledge of the values, aims, and structure of the Labour Party and/or other membership organisations.

Experience

- Experience of working in a data protection, compliance, or governance function.
- Experience of handling data subject access requests or similar compliance casework.
- Experience of dealing with regulatory or compliance issues.
- Experience producing clear, comprehensive, and concise written work.
- Working proactively with colleagues and stakeholders at all levels.
- Effectively managing and progressing a varied caseload or workload.
- Working in a busy office, dealing with a range of conflicting priorities.

Skills / Ability

- Excellent organisational, written, and verbal communication skills, including the ability to manage conflicting work priorities.
- Ability to work effectively in a fast-paced and highly pressurised environment.

The Labour Party

- Ability to handle sensitive and confidential matters with discretion and sound judgement.
- Able to work as part of a close team but also monitor and progress own workload to the most effective outcome.
- Able to work in a versatile manner across a range of data protection and governance matters.
- Ability to adapt to new tasks and responsibilities quickly and efficiently.
- Ability to communicate concisely both verbally and in written form at all levels.
- Strong ability to use technology to support compliance and administrative functions, including MS Office, Teams, and databases or case management systems.
- Excellent attention to detail.