

# Baker McKenzie.

## POSITION DESCRIPTION

### Data Privacy Specialist

<b>Position Title</b>	Data Privacy Specialist
<b>Department</b>	Global Services Belfast
<b>Reporting To</b>	Office of the General Counsel
<b>Position Type</b>	Full time - permanent

#### Role Summary

We are looking for experienced Data Privacy Specialist to join our highly-regarded team at Baker McKenzie Global Services, Belfast.

Within this role you will be responsible for supporting and implementing all aspects of the global data protection compliance strategy and advising on legal matters surrounding data protection/privacy with appropriate input from local office support.

#### The Firm

Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, few other firms can claim to be so multi-national.

And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal support and business and administrative services to our many offices and practice groups.

#### Responsibilities

- Own and keep under constant review all the firm's global data protection compliance arrangements to include updating policies and guidance, centralising processes and putting in place robust, time-bound remedial plans where necessary.
- Develop and maintain relevant global internal data privacy policies and training.
- Inform and advise the global firm on the Global Data Protection Regulation (GDPR) and its requirements, liaising with local support as required. Serving as a subject matter expert and developing and implementing a robust compliance plan.
- Partner with all key business areas, in particular the IT Security team, to ensure data privacy issues are considered at the outset of new projects, products and initiatives
- Act as a liaison to the firm's Global Risk Committee in relation to global data privacy issues.
- Help manage the data privacy network across all global offices.
- Handle enquiries and issues relating to data privacy practices, withdrawal of consent, the right to be forgotten, and related rights.
- Monitor the industry landscape to keep visibility on evolutions, trends, and best practices related to Data Privacy.
- Ensure that systematic compliance audits are undertaken and that their findings are reported and acted upon.

## Job Holder Requirements

### Essential Criteria:

- A qualified lawyer with excellent academics credentials (minimum 2:1)
- Demonstrate deep knowledge of data privacy, data handling and data classification.
- Demonstrate experience of managing data privacy issues in a global organisation.
- Expertise in global and European data protection laws and practices and an in-depth understanding of the GDPR.
- Capable of conducting data privacy compliance reviews and audits.
- Have the ability to develop awareness and communications at all levels within the global firm.
- Ability to review, analyse and organise documentary and factual evidence.
- Strong attention to detail
- Excellent working knowledge of Microsoft PowerPoint, Word, Excel and online research tools.

### Technical & Personal Skills:

- High work standards.
- Excellent writing, organisational and problem solving skills.
- Strong client service orientation.
- Ability to prioritise and work to tight deadlines and manage own caseload.
- Good communication skills, including the ability to liaise with people across the business
- Ability to work well in both a team and individually.
- Keen to develop and use initiative.
- Respects and enjoys the diversity of cultural, social and academic backgrounds found in the Firm.

*Baker McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.*

*The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief (if any), gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.*