What's it all about

> Information, Systems & Change > Data & Digital Solutions/Data Governance

The role offers an exciting opportunity for a candidate to deliver data security and regulatory compliance at NHG.

How you'll make a difference

The role will execute and be part of end-to-end projects, requirements gathering, design, implementation planning and guidance, environment optimisation and operationalisation of Purview.

How you'll do it

- Communicate with the business to ensure risks and challenges regarding data are understood
- Implement information classification, data loss and risk management relating to Microsoft Security and Compliance
- Monitor & respond to alerts
- Work with the appropriate team to escalate and respond to potential or real threats.
- Work to define and agree policies regarding data classification and ownership
- Data lifecycle, enable processes and support to the business to agree data lifecycle and retention policies
- Support DLP compliance, through programmes of work, triage and education to the business
- Collaborate on the DLP rule development lifecycle including policy development, response rules, and maintenance.
- Maintain DLP technology, configuring policies, and compiling reports for analytics.
- Support writing reports on capability and risk to relevant internal stakeholders, including the Audit & Risk Committee
- Support implementation of ISO8000
- Support set up of training in the business
- Deployment of Microsoft Purview and related services into production environments

- Ability to actively listen and probe, to learn and understand business operations, challenges, and risk
- Great communication skills to ensure engagement and non-technical explanations to the business
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least two days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please refer to the framework.

Essential knowledge, experience and skills including qualifications and professional membership

- SC-400 Microsoft Information Protection Administrator (desirable)
- GDPR certification (desirable)
- Experience of Python (desirable)
- Advanced IT and systems skills inc. MS office
- Experience and knowledge of MS Purview
- Experience and understanding of MS365 ie Exchange Online, SharePoint Online, Microsoft Teams and typical deployments
- Technical knowledge in the compliance and security field

- Subject matter expert for data security and information governance