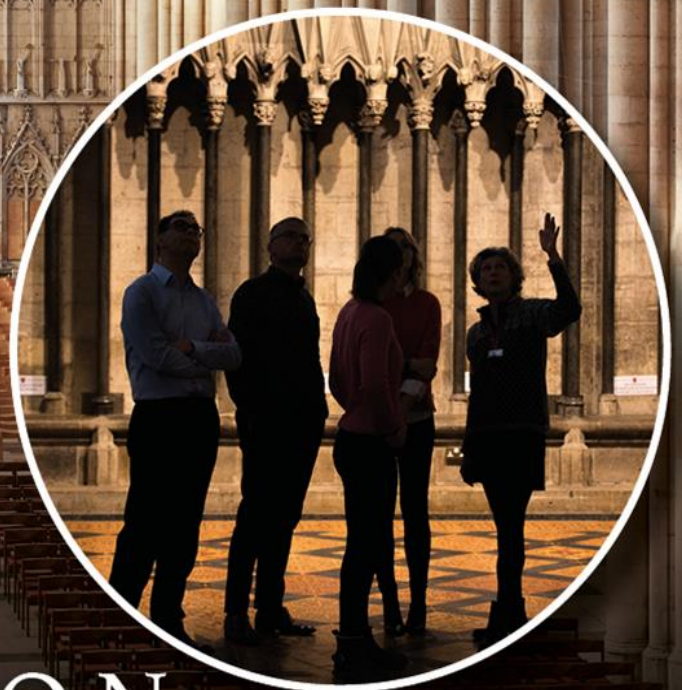




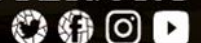
YORK  
MINSTER

Data Protection & Records  
Management Officer  
2022

APPLICATION  
PACK



YORKMINSTER.ORG





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# ABOUT YORK MINSTER



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York, York Minster as it is better known, is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England and is one of the most iconic and famous buildings in the United Kingdom.

York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of Minster life. It is also a gothic masterpiece in stone and stained glass. It is a magnet that draws people to visit the City of York and is a defining symbol of the ancient “capital of the North”. Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York’s lively cultural life, hosting many concerts and exhibitions alongside the daily pattern of worship and prayer. The worship cycle is presented in a magnificent setting with exceptional music and liturgy. York Minster’s Choir of adult ‘Vicars Choral’ and boys and girls educated at St. Peter’s School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

The Minster is a diverse place with over 185 members of staff and over 450 volunteers needed to run it. There is a large Works Department, whose range of skilled craftspeople look after the Minster and the Precinct Properties; a fine Library run in partnership with the University of York, a cathedral shop and a team of Visitor Experience staff who ensure that all our visitors receive a warm welcome. The outward facing teams are supported in their Stewardship of the Minster’s resources by the Chapter Office team which include Finance, HR, Legal, IT and Communications. This stewardship function is vitally important as the Minster relies on self-generated income as it receives no regular income from Government and very modest funding from the central Church of England.



# MISSION STATEMENT



## **Our Mission Statement**

Living Christ's Story through our prayer, hospitality, service and stewardship

## **Our Values**

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

## **Organisation, Management and Governance**

The Minster is governed by a fiduciary body "Chapter" chaired by the Dean (currently Acting Dean) and comprising executive members – Residentiary Canons and non-executive members, Lay Canons.

The day to day operation of the Minster is overseen by the Senior Executive Team comprising both lay professionals and the residentiary Clergy.

The Minster, as all other Cathedrals, is currently going through the process of registration with the Charity Commission, following the enactment of the Cathedral Measure 2021. It is expected the Minster will be registered by the end of 2022 and from that point under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

## **Data Protection & Records Management Officer**

**35 hours per week**

**£28,000 per annum**

The Chapter of York are looking for a dedicated individual, well versed in Data Protection legislation and compliance, to fulfil a role with a real opportunity to effect change in an interesting and varied organisation, responsible for York Minster cathedral, its precincts and its historic collections of books and artefacts. They will take responsibility for encouraging a GDPR compliant culture throughout the organisation, working closely with colleagues to help them meet their Data Protection requirements in a meaningful and relevant way. We need someone who has excellent communication and presentation skills, a collaborative approach and an ability to influence, encourage and support change. The role will also oversee a transformation project in respect of Chapter's records management processes, working to develop and embed consistent physical and digital record-keeping structures across departments with the ultimate aspiration of a 'born digital' approach across as much of the organisation's records as possible.

Applications should arrive no later than **23:59 on Sunday 31<sup>st</sup> July 2022**. Interviews will take place on **Wednesday 10<sup>th</sup> August 2022**.



# JOB DESCRIPTION



<b>Job Title:</b>	<b>Data Protection &amp; Records Management Officer</b>
<b>Department:</b>	<b>Finance &amp; IT</b>
<b>Reporting to:</b>	<b>Chief Finance Officer</b>
<b>Supervisory Responsibility:</b>	<b>None</b>
<b>Financial/Budgetary responsibility:</b>	<b>None</b>
<b>Job Purpose:</b>	<p>Lead responsibility for Data Protection compliance across the Chapter of York, taking active and visible leadership to support and promote a positive Data Protection culture within Chapter.</p> <p>To lead on improvement to Chapter's record keeping and information management protocols, methods and processes so that our records are compliant with data protection legislation and organised consistently and effectively across the organisation. Ultimately enabling Chapter to move towards a 'born digital' approach to records as far as possible across all departments.</p>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide advice and support to departmental Data Protection leads, working to proactively identify business risks and issues in relation to data protection.</li><li>• Monitor compliance with data-protection laws and internal policies, including managing internal data protection activities and conducting internal audits.</li><li>• Assist in record searches and other records enquiries where required.</li><li>• Track and process information management risks, issues, incidents, data subject access requests and other individual rights requests, and queries.</li><li>• Process data protection impact assessments (DPIAs) for new initiatives, advise on areas of risk and mitigate actions that practice guidelines, record risks and decisions made, and follow up on actions with DPIA owners.</li><li>• Act as lead on responses to all Subject Access Requests, coordinating with relevant departments and individuals, including Archivist and Chapter Clerk, to return within required deadlines.</li><li>• Liaise with IT manager on cyber security governance and practice to ensure appropriate levels of data protection are maintained, reporting regularly to SET and Chapter via the CFO.</li><li>• Develop proposals for an organisation wide records and information management system which standardises as far as possible the approach to record creation, management and storage with an emphasis on moving to digital.</li><li>• Define the information architecture and all components required, working with individual departments to understand specific information storage needs.</li><li>• Prepare reports and make recommendations for the records and information management project to the Database and Systems Manager and CFO.</li><li>• Implement and maintain a functional information management structure and manage changes, enabling the transition from paper records to digital in all areas possible.</li><li>• Develop and oversee application of an information management policy for the organisation.</li><li>• Research and apply industry standards and best practice to the records management system.</li></ul>

# JOB DESCRIPTION



- Identify software, filing equipment and space requirements for storing and managing information resources and liaise with the Database and Systems Manager and IT Manager to ensure these needs can be met.
- Work with the Archivist to ensure the appropriate transfer of records which need to be stored in the Cathedral Archives.
- Provide support and training to colleagues across the organisation responsible for record keeping.
- Provide advice to colleagues on record keeping best practices and specific implementation queries relating to the information management policy.

**Additional responsibilities:**

- Any other duties as may be reasonably required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities in the work of the department.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Participate in the arrangements for performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities.

# PERSON SPECIFICATION



<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E)</b> <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application form</b> <b>I – Interview</b>
<b>Absolute Integrity &amp; Values</b> The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	I
<b>Education/Training</b> (Academic, vocational/professional and other necessary training) <ul style="list-style-type: none"> <li>Educated to Degree level.</li> <li>MA in records/information management or substantial relevant experience at a professional level.</li> </ul>	E   E	A   A
<b>Knowledge &amp; Experience</b> (eg report writing, IT, Microsoft) <ul style="list-style-type: none"> <li>Experience of working in a records management capacity.</li> <li>Experience working appropriately with confidential material.</li> <li>Good working knowledge of Data Protection Act 2018, Privacy &amp; Electronic Communications Regulations and the UK General Data Protection Regulations.</li> <li>Experience of developing a records management system.</li> <li>Experience of drafting policies, process maps and data flows.</li> </ul>	E E  E  D D	A/I A/I  A/I  A/I A/I
<b>Competencies</b> <b>(e.g. communication, interpersonal, decision making, problem solving, team player, values diversity)</b> <ul style="list-style-type: none"> <li>Strong communicator, oral and written.</li> <li>Able to draft and format written reports.</li> <li>Confident user of MS Office software, particularly Word and Excel.</li> <li>Able to manage tasks, priorities and own time effectively.</li> <li>Able to analyse, structure and present information in a logical manner.</li> </ul>	E E E E  E	A/I A/I A/I A/I  A/I



## **Health & Safety**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

## **Safeguarding**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

**Living Wage** - The Chapter of York is an accredited living wage employer.

## **Salary**

The salary for this role is £28,000 per annum, plus contributory pension scheme where applicable.

## **Working Patterns**

This is a full-time role of 35 hours per week, primarily Monday to Friday.

## **Annual Holidays**

The holiday entitlement is 25 days per annum plus 8 bank holidays for full time staff (pro rata to hours worked). If a member of staff is required to work on a bank holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

## **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

## **Staff Discount**

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.



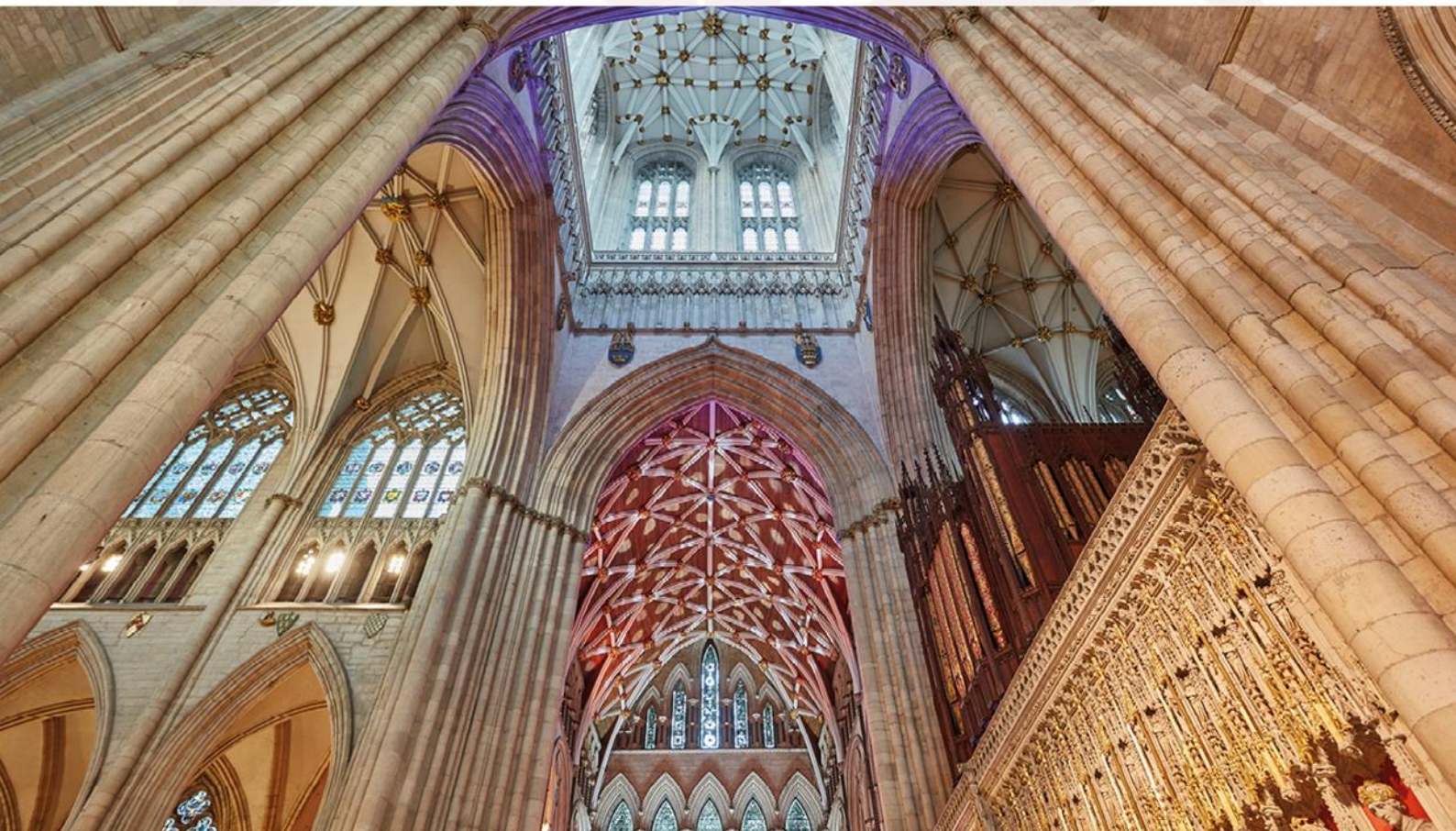


# EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employees' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.





# HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page [yorkminster.org/jobs/](https://yorkminster.org/jobs/) and send to:

[jobs@yorkminster.org](mailto:jobs@yorkminster.org)

Completed forms should arrive no later than **23:59 on Sunday 31<sup>st</sup> July 2022**. Interviews will take place on **Wednesday 10<sup>th</sup> August 2022**.

*If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.*

