

Yorkshire Housing Role Profile



**Yorkshire
Housing**

Job title:	Risk & Data Protection Co-ordinator	Leader of others:	No
Reports to:	Head of Governance	Contract type:	Agile - homeworking
Business Area	Governance, Risk and Assurance	Budget holder?	No
DBS:	No	Car Allowance:	No

Job purpose

The purpose of this role is to provide admin assistance to the Data & Regulatory Compliance Advisor and Risk and Assurance Advisor, ensuring the maintenance of assurance processes, and facilitating a high-quality administrative service.

The post holder will need to communicate with colleagues in relation to the requirements of compliance and assurance and be able to prioritise work to support the overall objectives of the supported areas.

Key responsibilities

- Assist in monitoring shared email boxes.
- Assist with collation of responses to internal audit recommendations
- Record/log all aspects of GDPR enquiries, internal audit reporting and risk reviews
- Prepare routine correspondence.
- Handle incoming and outgoing correspondence
- Help in preparing to respond to requests of disclosure of information, making sure information required for any rights requests is made accessible within the legal timeframe
- Redacting records as instructed, copying documents, CDs, and/or DVDs.
- Coordinate internal and external meetings
- Liaise with internal auditors, Directors, and Heads of Service
- Assist with Risk meeting preparation and follow up
- Prepare monthly statistical data

What you'll bring to the role

The main things:

- Strong team working skills with the ability to flex what you are working on depending on priorities
- Effective communication skills with the ability to maintain working relationships
- Ability to prioritise tasks effectively to meet specified deadlines

- Ability to work under pressure whilst staying motivated
- Strong organisational skills
- Ability to demonstrate a high degree of accuracy and attention to detail
- Ability to handle confidential information and highly sensitive data appropriately
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues
- Willing to develop own skills and evidence of personal development

It would be a bonus if you have:

- Experience of GDPR, Risk or internal audit

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.