



HM Government of Gibraltar

Crown Counsel (Data Protection Officer) Job Specification

Grade: Crown Counsel (Data Protection Officer)
Department: Gibraltar Law Offices
Responsible to: Attorney General

JOB PROFILE

The Data Protection Officer ("DPO") is responsible for overseeing His Majesty's Government of Gibraltar's compliance with the Gibraltar General Data Protection Regulation ("Gibraltar GDPR") and other applicable data protection laws such as the Data Protection Act 2004.

The DPO will act independently to advise Ministers, Ministries, Departments and other Public Bodies on data protection matters, ensure effective data governance, and foster a culture of privacy by design and by default. The role includes responding to subject rights requests, reviewing data processing activities, engaging with the Gibraltar Regulatory Authority ("GRA"), and contributing to policy, training, and awareness across the public service.

The main duties and functions of the post are:

- Serve as the designated DPO for Government departments and public sector entities.
- Lead the strategic implementation of data protection compliance across the public sector.
- Provide expert advice on the interpretation and application of data protection laws.
- Support the principle of privacy by design by reviewing and conducting Data Protection Impact Assessments ("DPIAs") at the outset of all projects involving personal data.
- Manage and respond to Data Subject Access Requests ("DSARs") and other rights-based requests in accordance with statutory timelines.

- Advise on and help coordinate the reporting and investigation of personal data breaches, including timely notification to the GRA and affected individuals when required.
- Review and approve data processing contracts involving third-party suppliers to ensure compliance with the Gibraltar GDPR.
- Monitor and audit internal compliance, identifying risks and recommending mitigating actions, and work with ITLD to improve overall data security.
- Raise awareness and provide training sessions to staff at all levels on their data protection obligations.
- Maintain documentation and records of processing activities to demonstrate compliance.
- Draft, review, and maintain internal policies and procedures relating to data protection.
- Provide guidance on cross-border data transfers, data sharing arrangements, and records of processing.
- Promote a culture of accountability, transparency, and responsible data management throughout the organisation.
- Keep up to date with legal, regulatory, and technical developments in data protection and privacy.

PERSON SPECIFICATION – CROWN COUNSEL (DATA PROTECTION OFFICER)

CRITERIA	ESSENTIAL	DESIRABLE
Experience and Qualifications:	<p>Degree-level qualification in Law, Information Governance, or a related discipline.</p> <p>Proven track record in managing data protection in a complex organisation or government setting.</p> <p>Hands-on experience with GDPR/Gibraltar GDPR compliance, including DSARs, DPIAs, breach handling, and regulatory engagement.</p> <p>Experience reviewing and advising on data processing agreements and policies.</p>	<p>8 years' post-qualification experience.</p> <p>Postgraduate qualification in Data Protection, Law, or Information Security.</p> <p>Experience in stakeholder engagement across multi-disciplinary teams.</p> <p>Exposure to risk and assurance frameworks.</p>
Knowledge:	<p>Comprehensive understanding of the Gibraltar GDPR, and the Data Protection Act 2004.</p> <p>Knowledge of privacy-by-design principles, accountability, and data governance best practices.</p>	<p>Familiarity with Gibraltar's public sector structures and legal landscape.</p>
Key Skills and Behaviours:	<p>Strong interpersonal and communication skills with the ability to influence at all levels.</p> <p>Demonstrates strong intellectual ability and sound judgment.</p> <p>Ability to assess risk, prioritise compliance, and offer pragmatic solutions.</p> <p>Ensure efficiency and that deadlines are met adequately.</p> <p>Be able to prioritise work, and to work under pressure.</p> <p>Outstanding written and verbal communication skills, with the ability to provide clear, concise, and persuasive advice to government officials.</p> <p>Demonstrated leadership and ability to adapt to changing legal or policy environments.</p>	<p>Experience in delivering workshops or public presentations.</p> <p>Ability to contribute to national or international policy consultations or legislative development.</p> <p>Proficiency in Microsoft 365 Business applications (e.g., Outlook, Word, Excel, Teams).</p> <p>Ability to manage compliance tools and document management systems.</p>

Key Skills and Behaviours (con'd):	<p>Professionalism, initiative and problem-solving ability.</p> <p>Skilled in stakeholder engagement, conflict resolution, and strategic planning.</p> <p>Professional, ethical approach to sensitive data and confidentiality.</p> <p>Collaborative mind-set and commitment to organisational improvement.</p>	
Other Requirements:		<p>Bilingual in English and Spanish.</p> <p>Flexibility to work beyond standard working hours when needed.</p>