“The University of Warwick is one of the most exciting universities in the UK. We have the highest teaching and research standards, coupled with business acumen and a thirst for innovation.

We know that our people are our very best asset. The people I’ve worked with since joining Warwick have consistently shown their energy, imagination, expertise, dedication and potential. We encourage people to act on their ideas, providing they’re first class.

If this sounds like an environment in which you’d thrive, you’ll be keen to know that we’re reshaping our professional services to ensure we’re equipped for tomorrow’s challenges. And this could provide you with a great opportunity to move into the next phase of your career.”

Rachel Sandby-Thomas
Registrar, University of Warwick
INFORMATION AND DATA DIRECTOR

your opportunity to make a difference at one of the UK’s top universities

We’re looking for an experienced data protection and information officer, who’ll be accountable for the governance, as well as exploitation, of information and data across Warwick. You’ll cover both academic and professional services areas.

In this role you’ll define our strategic framework for robust governance of information and data, making sure that it is used effectively and consistently. You’ll also ensure compliance and control.

Reporting directly into our Director of Knowledge, decisions across Warwick will be driven by relevant information because of your work.

At Warwick, we’ve rapidly become one of the most successful young universities in the UK. With a dynamic and forward-thinking culture, and a reputation for combining innovation with the relentless pursuit of excellence, we are firmly established within the top ten of all UK university rankings – and since we entered the top 10 we’ve never left. We’re currently 57th in the world (QS World University Rankings 2018).

In the Government’s Teaching Excellence Framework we were awarded silver status. This shows we’re a university that ‘consistently exceeds rigorous national quality requirements for UK higher education’ and achieves ‘excellent outcomes for its students… with an institutional culture that facilitates, recognises and rewards excellent teaching’.

We’re proud of the links we have with our home city of Coventry, and with communities across Warwickshire and the West Midlands. We’re equally proud of the impact we have on skills, social mobility, well-being and economic development.

But we’re ambitious enough to look beyond our immediate surroundings: we recently opened a new space in London, adding to our presence in The Shard, and we’re developing plans for a full Warwick campus in California. The proposed campus will be built on a greenfield site in the Placer County region of Greater Sacramento, mirroring the birth of our original UK campus just over 50 years ago.

Our global relevance is growing, with one-third of our alumni living overseas, and increasingly strategic partnerships in China, continental Europe and Australia.

Closing date: 20th August 2017
THE ROLE

You will be accountable for the governance, as well as exploitation, of information and data within the University, including both academic and professional services areas. This includes defining the strategic framework for robust governance of information and data to ensure effective utilisation, consistency, compliance and control. There is a need to ensure clarity and ensure that decisions across all areas are driven by relevant information.

Job responsibilities and duties

Reporting directly into our Director of Knowledge and Librarian, you’ll be responsible for your team which includes an Administrative Officer; Administrative Assistant; Information Security and Compliance Officer; and Records Manager.

Policy

Define and take responsibility for the University’s framework of principles, policies and controls relating to information, records and data, including standards, management and curation as well as use and exploitation, to develop a coherent approach across the institution.

Work with service providers, information/data owners and users to ensure the institution has a clear vision of information and data as institutional assets that can inform management decisions.

Be the accountable institutional officer for Data Protection, Freedom of Information and other relevant regulations as required to ensure the University and its stakeholders are protected.

Management

Take institutional oversight of and accountability for information and data management. Ensure that information and data are collected, recorded, handled and monitored in a consistent and structured manner.

Lead on approaches to information and data collection, databases, physical data models and linkages between datasets, and purchases.

Improve the quality of data, data-keeping across the institution, working with relevant colleagues to facilitate interpretation and analysis. Promote and lead on best practice.

Confirm that information and data are available, reliable, consistent, timely and secure to support the strategic aims of the University.

Lower the costs of consuming and using data and information, and increase the value the University gains from them.

Management of change and project delivery

Lead a transformation in the University’s approach to information and data management and ensure the success of required infrastructure through leading or coordinating small, medium and institutional wide projects across relevant academic and administrative areas, ensuring that projects are approved against a robust business case, planned, resourced and executed to time and budget, and that the expected outcomes and benefits are achieved.

Decision making

Work with senior managers, Executive Board and Council members to establish a vision, and create a culture that treats information and data as cross-institution assets.

Lead on enabling others (e.g. the Strategic Planning and Analytics Office, who undertake data analytics) to deliver data insights and information that help drive strategic and tactical business opportunity. Champion, facilitate and support a culture where decision-making is data-driven.

In consultation with relevant stakeholders, determine which products, services and technical architectures are required, both short and long term to support the wider institutional vision. This will include engaging with academic and professional services staff to understand evolving requirements and in turn inform them of relevant structures, technological developments or operational implications.

Compliance

Responsible for meeting all legislative requirements arising from the GDPR and other relevant legislation or regulations.

Monitor the evolving compliance environment, assess and act on the implications of actual and potential developments to ensure the University meets requirements whilst pursuing its goals.

Deliver a compliance framework for all areas of the institution so the parameters of information and data management are clear alongside what is legally required and relevant timescales.

Ensure potentially public data is reviewed, appropriate and accessible via appropriate media enabling the University to meet public disclosure and legislative requirements.
THE ROLE CONTINUED

Security
Work with Institutional Resilience/Information Security, Heads of Department and other relevant colleagues to ensure that University data is kept secure and that sensitive data is managed, stored, accessed and curated accordingly.

Develop appropriate information and data management policies and frameworks to ensure secure accessibility. Operationalise these across the organisation to ensure that information and data are treated correctly.

Financial
Management of budget (initially staffing costs; additional budget requirement to be determined with the postholder).

Risks to institution from GDPR compliance failure: up to 4% of institutional annual turnover or up to 20m euros for certain breaches.

Communication
The post holder will need to liaise with a range of senior internal stakeholders including Executive Board and Council members as well as data owners and users across academic, professional services and commercial departments, and the student body.

Involvement with a range of external stakeholders, for example the Information Commissioner’s Office.

Skills and experience required

Strategy and Policy
- Degree or equivalent.
- Desirable: Postgraduate qualification in a related area.
- A professional qualification in a related area or equivalent experience.
- Significant experience in an information and data-focused leadership position.
- Experience managing teams with diverse skills sets including previous experience in building, managing and leading technical data/information management teams.
- Evidence of strong leadership and communication skills at a senior level.
- Experience in information management projects and programs.
- Desirable: Background in statistics or mathematics.
- Experience with creating best practices and methodologies for technical projects.
- Understanding of and experience building business cases for large technical projects.
- Proven track record of managing risks and information/data security.
- Vision, leadership and ability to engage staff to achieve the overall institutional aims.
- Highly articulate with excellent oral and written communication skills, including the ability to explain complex data requirements to non-specialists.
- Knowledge of relevant information/data solutions.
- Familiarity with information/data governance and quality control.
- Understanding of data modelling and visualisation techniques.
- Up to date knowledge of legislation, regulations, best practice and how they relate to information and data management.
- Ability to work collaboratively, influencing outcomes and decisions, facilitating service excellence and cost-effective delivery.
- Logical thinking skills, with strong problem solving and analytical skills.
- Ability to drive continuous improvement in terms of cost of delivery, quality of service, and the achievement of outcomes of strategic importance to the University.

The post holder will have institutional accountability for data and information but will generally not be the owner or user. The role will involve working with, influencing and directing as appropriate a wide range of data/information owners, specialists and users at different levels.

The post holder will also be expected to have relevant professional body membership and to maintain a high degree of awareness of sectoral, legal and regulatory developments relating to the role.
Our structure is relatively flat, empowering our people to act on their ideas quickly and efficiently.

Heading up our professional services is our Registrar, who reports into our Vice-Chancellor and President. Core functions of our administration are grouped under our Registrar, each led by a Director. These groups are supported by the Finance and Resources Group, which reports to the Group Finance Director, and the Commercial Directorate which reports to the Commercial Director.

The Education Group
All aspects of the student academic lifestyle are managed within the Education Group. The group combines the Academic Office, Teaching Quality, Student Recruitment and Outreach and Admissions, and Student Careers and Skills. The Group works closely with academic departments and other professional service areas including Global Partnerships and University Marketing.

The Knowledge Group
Our culture of enquiry and creativity is supported through the Knowledge Group, which pulls together our Library, Research and Impact Services, and Warwick Innovation. Responsibility for data management and data compliance institutionally also lies here.

The People Group
Support for our most valuable asset - our people - is led by this group. It comprises Human Resources, Organisational Development, Health and Safety, and Wellbeing Support Services. Wellbeing Support Services spans staff and student communities and helps ensure we have the best possible environment in which to live, work and study.

The Engagement Group
Our Engagement Group provides professional oversight of Warwick’s reputation and brand. Its remit is to increase understanding and support from the University’s key constituents, internally and externally. Its core areas are Business Engagement, Development, Marketing and Communications, and Public Relations. The Directors of Warwick Arts Centre and Warwick Sport are included within the Engagement Group to ensure that the activities of both are part of the University’s overall approach to public and community engagement.

Strategy and Policy Group
This new formation combines our Policy and Regional Affairs, alongside our strategic aims of international partnerships - including our work in California, and Social Inclusion. These areas will be supported through our Strategic Planning and Analytics team.

The Finance and Resources Group
This Group draws together the Finance and Estates teams. The Finance Office supports business planning and innovation in order to maximise the financial resources available to Warwick and create the long-term sustainable financial platform required for future growth. It also ensures that we maintain our reputation for financial integrity and reliability.

Estate plans, designs, builds, maintains and repairs our campus and has an ambitious programme of campus development over the next ten years. Estates is also responsible for Warwick Accommodation.

The Commercial Group
This Group brings together excellent teams and leaders to develop and deliver better, different services that generate surpluses.

These surpluses are used to help fund the teaching, research, facilities and experience necessary to achieve Warwick’s ambition.

The Group is made up of Warwick Employment Group, Warwick Conferences, Warwick Retail, Café, Bars, and Restaurants. It also includes Warwick Arts Centre and Warwick Sport.

Secretary to Council’s Office
Independently reporting directly to the Pro-Chancellor and Chair of Council, this office combines Institutional Governance, Internal Audit, and Institutional Resilience.

In addition to the above groups, some other teams report directly to our Registrar:
- Press and Media Relations, who work to tell Warwick’s story to the media.
- IT Services, which is charged with developing and maintaining our IT infrastructure, and Warwick Print - the in-house publisher, alongside innovation.
- Legal Services, which works across Warwick and leads the provision of legal guidance and contracts.
- Strategic Programme Delivery, which supports institutional programmes and projects.
Stuart Croft became Warwick’s sixth Vice-Chancellor in February 2016 after serving as Provost of the University of Warwick, when he held the lead for fundraising.

Before this, Professor Croft was Pro-Vice-Chancellor for Research (arts and social sciences). Stuart joined the University of Warwick in January 2007 as professor of international security in the department of politics and international studies (PaIS). He previously was professor of international relations and head of the school of social sciences at the University of Birmingham before coming to Warwick.

His research focuses is on the political and societal impact of security policy and he has published and edited a number of key publications and journals in that field. He also directed the Science and Security Programme for the Economic and Social Research Council (ESRC).

In 2006, Professor Croft was elected as an academician in the Academy of Social Sciences and in the same year, as a fellow of the Royal Society of Arts. From January 2009 he was the chair of the British International Studies Association, becoming president in 2011.

He was appointed to the council of the Economic and Social Research Council in 2011 and, in 2013, was the Ngee Ann Kongsi Professor of International Relations at the S. Rajaratnam School of International Studies at Nanyang Technological University in Singapore.

Rachel joined Warwick as Registrar in September 2016 and is responsible for the professional and administrative services of the University, under the direction of the Vice-Chancellor and President.

Rachel chairs the University’s fundraising trusts in Singapore and South Africa, and is a member of the Friends groups established in the USA and in Hong Kong. Rachel also plays an active role in the development of the international partnerships for the University and serves on various Boards.

Immediately before becoming Registrar, Rachel was shadow CEO of the UK Government’s Institute for Apprenticeships. This followed eight years of being a Director General in the Department of Business, Innovation and Skills where she held roles in legal, corporate services and policy (skills, regulation, large and small businesses and local government).

Before becoming a Director General, Rachel worked at the Government Legal Service, which she joined from City firm Linklaters where she qualified as a solicitor. Rachel graduated from St. Catharine’s College, Cambridge with a double first class honours in Law.

She is a Trustee of ‘LEAP Confronting Conflict’, a charity helping young people handle conflict positively, and ‘Future-Fit’, a social enterprise helping organisations to be sustainable.

Rachel was made a Companion of the Order of the Bath in 2012 and named as one of the 2016 FTSE 100 “Women to Watch”.

www.warwick.ac.uk
Our highly prestigious British institution of higher education is one of the most successful “young” universities in the world, is distinctive in its global ambition, and is unafraid to take risks. Our remarkable success has been achieved in a relatively short period of time and we continue to excel in research and teaching.

Warwick today is a world-leading university with the highest academic and research standards. We have grown to encompass 29 departments and more than 50 research centres and institutes in the arts, medicine, science, and social sciences. Warwick includes a business school, a medical school, an engineering school and a centre for education studies. The University enrolls more than 24,000 students with one-third of them coming from overseas, representing 120 countries.

Warwick is a place of possibility, always looking for new ways to make things happen. We provide a tireless yet supportive environment in which dedicated students, innovative lecturers, and ambitious corporate partners can make an impact. Our students, alumni and staff are consistently making an impact - the kind that changes lives, whether close to home or on a global scale.

The achievements of our people help explain why Warwick’s research excellence and scholarships are recognised internationally. We’re a prime attraction for some of the biggest names in worldwide business and industry, and ranked highly among great UK and world universities.

All of this contributes to a compelling story, one that’s little more than 50 years old. Warwick has earned a formidable reputation, but remains young enough to be entrepreneurial and innovative, committed to changing the world.

To learn more about Warwick, please visit: www.warwick.ac.uk/about

Life on Campus
www.warwick.ac.uk/about/campus

Residential locations near to the University of Warwick
www.warwick.ac.uk/services/humanresources/vacancies/relocation/international/la
RESEARCH

We’re one of the UK’s leading research universities, and the quality and impact of our research is reflected in our rankings.

In the UK Government’s Research Excellence Framework (REF) 2014, we ranked 7th in the UK for the quality of our research, with 87% of the University’s research activity classified as “world leading” or “internationally excellent”. In all, 19 departments ranked in the top 10 in the UK for research.

Warwick’s research breaks new ground every day. Through its work, Warwick contributes to the world and aims to enhance life – from advancing delivery of public services to improving human health. Warwick’s Global Research Priorities programme tackles the world’s toughest problems through interdisciplinary research in 11 key areas of international significance, including food, sustainable cities, energy, cybersecurity, innovative manufacturing, science and tech for health, behavioural science, global governance, materials, international development, and connecting cultures - all among the most challenging issues we’ll face over the next decade.

Additional information about Warwick’s research programmes and priorities is available at: www.warwick.ac.uk/research/priorities
At Warwick, we believe that teaching doesn’t end with learning your subject. It’s why our teaching is so highly regarded around the world.

The global profile of both our students and staff ensures our teaching and learning benefits from an international approach, broadening the Warwick’s community’s horizons.

Those who teach at Warwick are passionate about deepening the learning of all our students, whether that’s by using fantastic learning spaces, supporting in research, promoting learning across disciplines, or through innovative teaching methods.

We also understand that a healthy mind and body will help our students flourish at university. Therefore, we ensure teaching and learning goes hand-in-hand with both physical and mental wellbeing. It’s why our campus is a hive of opportunities to stimulate, celebrate and contemplate.

And our students realise how our distinctive approach prepares them for the future. We understand that the world’s employers are increasingly calling upon a particular breed of leaders and thinkers. We nurture students that are prepared to ask difficult questions, and uncover surprising answers.
BENEFITS OF WORKING FOR WARWICK

Warwick is a fantastic place to work, a place where you should expect the unexpected.

Core benefits include:

- **Competitive salary**
- **Attractive pension scheme**
- **Generous annual leave**
  You’ll enjoy 30 days’ paid annual leave, on top of four customary shut down days over Christmas and eight statutory bank holidays. If this isn’t enough, you’ll be able to buy up to 10 days extra.
- **Support with relocation** (if applicable)

To find out more about the many benefits of working at Warwick, visit www.warwick.ac.uk/benefits
We know that attracting the highest quality staff is fundamental to achieving our aims. We’re committed to ensuring that recruitment and selection practice is professional, fair and effective.

Discover more at www.warwick.ac.uk/services/equalops

To find out how to apply, please contact our partners in this search, Nicola Walker or Chris Hurst at Carlyle Kingswood Global.

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