

Job Description

Name:	
Title: Legal, Risk and Data Protection Associate	Department: Legal, Risk and Data Protection
Reporting to: Head of Data Protection, Risk and Legal	Version: July 2025
Job Purpose: The Legal, Risk and Data Protection Associate will provide comprehensive support to the Head of Legal, Risk and Data Protection in ensuring the organisation's compliance with UK GDPR, international data protection laws, and wider regulatory obligations. This role is integral to maintaining the Group's global risk management strategy, undertaking investigations and audits, and ensuring alignment with requirements of key regulators including the ICO, Companies House, International regulators and the Charity Commission. The successful candidate will work collaboratively across the organisation and with external stakeholders, supporting the development, implementation, and continuous improvement of compliance systems, legal processes, and risk management frameworks. Responsibilities and key tasks: 1. Legal: - Contract Management: Assist in drafting, reviewing, amending, executing, and filing national and international contracts, ensuring legal soundness and regulatory compliance. Maintain organised contract records and report on key matters to the Head of Legal, Risk and Data Protection. - Policy and Governance: Support the drafting, review, and implementation of legal documents including policies, privacy notices, cookie policies, website terms and conditions, and compliance matrices. - Intellectual Property: Assist in managing the organisation's trademarks and intellectual property portfolio, including registrations, renewals, and protection measures. - International Compliance: Contribute to the review, amendment, and adoption of international legal and compliance frameworks, ensuring appropriate integration across operations. 2. Risk: - Assisting in implementing and maintaining the risk management log: Manage and mitigate risks across the Ascentis Group. - Assist in identifying, analysing, and assessing strategic, operational, financial, reputational, legal, data, IT/cybersecurity, and third-party risks across the Group. - Assisting the Head of Legal, Risk and Data Protection with managing due diligence and operational processes from a risk-averse perspective: Conduct thorough due diligence to identify and mitigate potential risks in operational processes, aligning with Rigorous about quality and standards. - Prepare risk dashboards, monthly risk reports, and key risk indicator summaries for senior management and board committees. - Conducting internal and external risk reports and CAB changes: Prepare and present risk reports for internal and external stakeholders and manage Change Advisory Board (CAB) processes. - Monitoring and maintaining the risk log and reporting any high-level risk to the Head of Legal, Risk and Data Protection - Assisting the Head of Legal, Risk and Data in conducting risk assessments to external suppliers and customers where necessary. - Assist with the vendor risk management framework, ensuring third-party risk assessments are undertaken for suppliers and partners. - Support the Head of Department in maintaining the Business Continuity Plan (BCP) and Disaster Recovery Plans. - Support the preparation of risk-related papers for the Executive Team, Risk & Audit Committee, and Board meetings. 3. Data Protection: - Assisting the Head of Legal, Risk and Data Protection with providing data protection training and maintaining Records of Processing Activities (ROPA) as per Article 30 GDPR: This aligns with Investing in the Development of our People.	

Job Description

- Assisting the Head of Legal, Risk and Data Protection with managing breach and incident procedures, including monthly reports: Oversee the response to data breaches and incidents, and produce regular reports on these activities. This is crucial for being Rigorous about quality and standards.
- Assisting in actioning Data Protection Impact Assessments (DPIAs), Data Subject Access Requests (DSAR) and Legitimate Interest Assessments (LIAs): Evaluate the impact of data processing activities on privacy and ensure compliance with legal requirements, supporting Rigorous about quality and standards.
- Assisting the Head of Legal, Risk and Data Protection with ensuring compliance with UK GDPR and international data laws: Manage compliance efforts, including handling subject access requests, investigating data breaches, and reviewing policies and contracts. This is essential for being Rigorous about quality and standards.
- Assisting the Head of Legal, Risk and Data Protection and other stakeholders with working on the safe integration of AI with data protection: Develop and implement strategies to ensure that AI technologies are integrated safely and in compliance with data protection laws.
- Assisting the Head of Legal, Risk and Data Protection with data protection training across the organisation, including but not limited to DPA 2018, GDPR, DUAA 2025 and PECR: Lead and deliver comprehensive training programs to ensure all staff are knowledgeable about data protection regulations.

4. General Responsibilities:

- Assisting with the work-log, invoice allocations and maintaining accurate records of work activities.
- Assisting the Head of Legal, Risk and Data Protection with providing key statistics for the quarterly board reports and maintaining access to important documents and contacts: Compile reports for the board and ensure key documents and contacts are accessible, demonstrating Rigorous about quality and standards.
- Assisting the Head of Legal, Risk and Data Protection with liaising with external DPOs and managing compliance with business risks. Further assistance will be towards any continuity, partnerships, acquisitions, and commercial matters:
- Assisting the Head of Legal, Risk and Data Protection with coordination with external Data Protection Officers and manage various compliance-related activities, aligning with being focussed on Providing Innovative Solutions and Results.
- Updating the Standard Operating Procedure and maintaining version control: Regularly review and update SOPs, ensuring proper version control.
- Handling general data and legal enquiries both internal and external via the data/legal designated inboxes via outlook.
- Assisting the formation and creation of new policies and procedures relating to legal, risk and data protection and other departments.
- Maintain Standard Operating Procedures (SOPs), ensuring version control and periodic updates.

5. Additional Responsibilities:

- Monitoring external legal advice and Assisting the Head of Legal, Risk and Data Protection when necessary: Ensure that external legal advice is appropriately monitored and approved, aligning with Rigorous about quality and standards.
- Ensuring senior management remains informed of regulatory and legislative changes: Keep senior management updated on relevant changes and their implications, demonstrating Rigorous about quality and standards.
- Undertaking internal compliance checks and periodic reviews/spot checks: Conduct regular checks to ensure compliance with regulatory requirements, supporting Rigorous about quality and standards.
- Deputising for the Head of Legal, Risk, and Data Protection as required: Act as the first point of contact for data protection matters in the absence of the Head of Risk and Data Protection, ensuring Rigorous about quality and standards.
- Responding in a timely manner to data subject access requests: Ensure that all data subject access requests are handled promptly and in accordance with legal requirements.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Key Contacts

- Line managers
- Management Team

Job Description

- Staff at all levels in Ascentis

Accountability

Head of Data Protection, Risk and Legal, data & Risk, Group Deputy Chief Executive Officer, Group Chief Executive Officer

Key Attributes Required: (summarise the minimum requirements needed to identify qualified candidates for this position. Examples are:

- Qualified with a Law or other relevant degree. (E)
- Experience with interpreting and applying UK/EU GDPR and/or relevant international data laws: Shows familiarity with data protection laws and regulations, aligning with Rigorous about quality and standards. (D)
- High attention to detail and excellent verbal and written communication skills: Ensures accuracy and clarity in all communications, supporting Rigorous about quality and standards. (D)
- Ability to manage multiple projects and administrative items: Demonstrates strong organisational skills, aligning with Focussed on Providing Innovative Solutions and Results. (E)
- Ability and willingness to undertake meticulous research: Shows dedication to thorough and detailed research, aligning with Rigorous about quality and standards. (E)
- Ability to work both independently and effectively with others: Demonstrates teamwork and self-motivation, supporting Investing in the Development of our People. (D)
- Ability to organise and prioritise workload and achieve agreed targets: Manages time and tasks efficiently, aligning with Focussed on Providing Innovative Solutions and Results. (D)
- Ability to work reactively/proactively under various circumstances: Adapts to changing situations and requirements, supporting Focussed on Providing Innovative Solutions and Results. (D)
- Experience in the safe integration of AI with data protection: Demonstrates knowledge and experience in ensuring AI technologies comply with data protection laws. (D)
- Familiarity with international data protection frameworks: Shows understanding of global data protection standards and their application. (D)
- Experience in delivering training programs: Demonstrates ability to educate and train staff on data protection regulations and practices. (D)

Agreed:

Post Holder Signature:

Date: