

## USS LTD

### JOB DESCRIPTION

<b>Job Title:</b>	<b>DATA MANAGER</b>
<b>Department:</b>	Pensions Operations
<b>Responsible to:</b>	Pensions Operations Manager

#### **1 Job overview**

- (a) To co-ordinate and be responsible for data policies which lead to the accurate recording of data across the company and ensure the integrity of the data\* (see annex for description of data)
- (b) To carry out a company-wide co-ordination on both data protection and information security. Will need to possess the gravitas to influence and set policy across the departments and offices.
- (c) To fulfil the role of the Data Protection Officer, being the named person responsible for data protection
- (d) To fulfil the role of Information Security Officer, being the named person responsible for data security and manage the security of data both on internal systems and in the transmission to and from third parties e.g. USS institutions; to run the Information Security Forum; to report any breaches in data security through the official channels
- (e) To co-ordinate the record management policy and data retention policy across the Company and specifically to manage the Pensions Department's data record policy
- (f) To ensure that all data complies with all regulatory requirements and guidelines
- (g) To work in conjunction with the managers and supervisors across the company to ensure that all departments/teams are recording data accurately and meeting the appropriate standards of data protection and security
- (h) To manage the data quality team - arrange training, target setting, achieving goals, resourcing
- (i) To provide guidance across the company on the control and processing of data
- (j) To provide an appropriate level of technical input
- (k) To make a major contribution to the formulation and implementation of the data strategy in USS and in relation to the ePensions initiative
- (l) To represent the organisation as appropriate at seminars/presentations and liaise with institutions on the accurate provision of data
- (m) To have a good working knowledge of the Data Protection Act 1988 and all current legislation relating to data security and record keeping and to use that knowledge to guide the company in the best practice in relation to all data matters

## 2 **Main duties/work elements**

- 2.1 Makes a major contribution to the formulation and implementation of the company's data strategy and assists in the monitoring and progression of this strategy
- 2.2 Carry out the formal duties of the company's Data Protection Officer and ensure that best practice is established across the Company in relation to the Data Protection Act 1988
- 2.3 Carry out the formal duties of the company's Information Security Officer and ensure that best practice is established and adhered to across the company in relation to data security standards and principles
- 2.4 Manage the work plan for the data quality team. This will involve establishing priorities for the team, including action and resource planning, and assisting in setting objectives for the department consistent with this strategy, so as to achieve prescribed business plan/departmental and statutory targets
- 2.5 Keep up to date with all legislation relating to data issues; develop a detailed knowledge of the scheme rules and in particular how computer records need to be kept
- 2.6 Assesses the impact of any rules changes on the procedures and practices of the company as it relates to the maintaining of records
- 2.7 Provide technical advice to staff, institutions, seminars and members on rules and legislation as they relate to data
- 2.8 Monitoring the performance of the data team under his/her control on a continuous basis. Exercises quality control through random and routine checks; provide weekly plan to POM on all data issues
- 2.9 Represents department on project teams and ad-hoc committees and participates actively in the management of the department and as a member of the management team
- 2.10 Reviews, develops and improves the efficiency and effectiveness of data processes, liaising as appropriate across all departments; liaison with pensions policy on any change control issues, rule changes, mergers etc and ensuring that any associated changes are communicated to all staff, in relation to data issues
- 2.11 Co-ordinate testing across the company; liaise with other managers/supervisors to arrange the resources needed for this testing
- 2.12 Sign-off changes to data processes in conjunction with managers/supervisors where appropriate

- 2.13 Contribute to the management of data issues within the *ePensions* initiative and lead the change process for the company as it relates to record keeping
- 2.14 Manage the control of data across the company in conjunction with other departments, with localised responsibility for the data quality team
- 2.15 Manage the provision and delivery of statistics in relation to service levels, target setting, workloads, and data analysis and to liaise with POM and IT on reporting requirements
- 2.16 Responsible for staff training in the correct use of data and computer record keeping
- 2.17 Promote Data Protection and Data Security awareness throughout the Company by providing training and providing written procedures that are disseminated to all staff
- 2.18 Work in conjunction with the communications team in relation to the production of annual benefit statements – ensure data is in good order prior to the production of statements; co-ordinate data issues and amendments arising from the issuing of annual service statements
- 2.19 Maintain and update own knowledge of developments in Data Protection, Data Security issues, information management and records management systems
- 2.20 To liaise with the staff in London who are responsible for data within the London office to ensure that a company-wide best practice approach is being followed
- 2.21 Provide comprehensive reports to the Management team/Board on the organisation's compliance with Data Protection Act and other data related provisions
- 2.22 Co-ordinate the production of data extracts in connection with the triennial actuarial valuation

### **3 Secondary responsibilities/work elements**

- 3.1 Assist in the recruiting and development of staff, and be accountable for their discipline and identifying training requirements.
- 3.2 Meetings and liaison with institutions, ie, seminars, workshops, visits as appropriate.
- 3.3 Represent the company at seminars.
- 3.4 Production of draft papers and technical input to administration reports for committees in relation to data issues.
- 3.5 Management of data audit recommendations through to implementation.

**4. Other Duties**

4.1 In addition to the duties and responsibilities listed, the jobholder is required to carry out ad-hoc tasks as directed by the POM.

**Signed**

Job Holder:..... Date: .....

Pensions Operations Manager: ..... Date:.....

Annex

\*Data refers to all information held by USS Limited relating to members, institutions, USS staff and financial records held on our computers and in paper files. USS Limited is responsible for approximately 280,000 members, has over 400 participating institutions and has assets in excess of 28billion. This role will be responsible for the policies controlling this data (personal and financial) relating to the scheme and its participants.