

Group Data Governance Administrator

April 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The position of group data governance administrator will support the implementation and utilisation of the OneTrust data risk solution across the group. This will include configuration of the platform and the workflows within it, to allow for efficient and effective use across the group to facilitate monitoring of the group's data protection responsibilities.

This administrator will assist with both setting up the OneTrust system and project administration as the system is rolled out. There will be additional project administration responsibilities for the ISO and SOC certifications in support of the information and IT risk manager.

Duties

- Support day-to-day management of the OneTrust technical solution and ensure it meets Trident requirements
- Produce from the relevant systems, applicable data protection and information governance reports for external bodies as required (i.e., Information Commissioner summary reports on processing, DPIA logs and reviews, etc.)
- Create surveys and assessments within the OneTrust platform, as requested, along with their associated reporting mechanisms
- Handle project administration of completion of surveys, assessments and similar reporting
- Monitor action tracking created by the system and follow up on outstanding actions
- Use Onetrust to support the production of DSARs and similar data reports and requests
- Provide project management support as required by both the group data protection officer and group information and IT risk manager
- Use the platform or other sources to produce reports and dashboards in support of the data governance function, as required on request

- Support information and IT risk manager in the project administration of external assessments, i.e., ISO, SSAE, SOC, etc.
- Manage, monitor and review the intranet and internet pages applicable to data protection and information governance
- Ensure the successful delivery of the data protection and information governance agenda by identifying and highlighting changes/developments that are required by the group and its offices, in a timely manner

Skills & Knowledge

- Relevant qualification in OneTrust or similar data risk platform
- Appropriate industry qualifications
- Working knowledge of data protection requirements
- Project management qualification and experience is desirable
- At least three (3) years of IT systems security or administration experience
- Self-motivated and able to work with minimal supervision
- General understanding of IT assurance standards
- Fluency in English language (both verbal and written)

Remuneration

An attractive compensation package will be based upon the successful candidate's relevant experience and overall suitability for the position.

How to Apply

Applications, which will be treated in the strictest of confidence, should include a full C.V. Please submit as follows:

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