

# Data Protection Advisor (Junior level)

Bird & Bird Privacy Solutions – UK or EU countries where Bird & Bird has offices

## *The opportunity*

An opportunity has arisen for an experienced Junior Data Protection Advisor to join our Bird & Bird Privacy Solutions team.

You will be supporting our team in providing outsourced data protection officer and GDPR representative services to an exciting and growing group of clients. This includes advice on a diverse range of data protection compliance matters, including: adherence to the GDPR and other privacy compliance laws and regulations, data breaches, data subject rights, records of processing activities and data transfer challenges. You will also be supporting clients in other privacy consultancy activities, including GDPR Representative services.

Ideally candidates will have had exposure to working in one or more of the following key sectors: Media, Entertainment and Sports, and Tech & Comms.

Additional experience of Healthcare, Financial Services, or Aviation & Defence would also be advantageous.

## *The firm*

Bird & Bird opens up a world of possible for lawyers everywhere. Here you can advise major enterprises and high-growth businesses on matters that are often transformative in nature, and alongside people who are truly collegiate in the way they work with everyone at Bird & Bird. We are one international firm, where over 70% of our work involves teams from across our firm in true collaboration. It is this common purpose and shared approach that makes for a more productive, dynamic and collaborative place to work.

## *The team*

Our team sits within Bird & Bird's tier 1 ranked Data Protection team, which advises a wide range of corporate and other organisations around the world, reflecting the firm's strengths in sectors such as Communications, Media, E-commerce, Financial Services, Health and IT.

Data protection sits as part of our internationally recognised commercial team which consists of c.100 lawyers.

## *Our promise*

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.





## What you'll do

Work with our Managing Director in Brussels & London, your team and across our international network to provide outsourced data protection officer services, GDPR Representative services, and other privacy consultancy services to our broad range of exciting clients.

The main object of the role:

- Project management of small to medium engagements.
- Production and review of deliverables.
- Build your experience in data protection relating to a large number of clients across industries.
- Build strong and lasting client relationships.
- Liaise with fee earners from other relevant disciplines and jurisdictions as required.
- Support business development activity, identify and cultivate new business opportunities.
- Contribute to the general upkeep of the group (whether that be training, precedents, or know-how generally).



## About you

- Legal studies / degrees preferred.
- Adaptability and preparedness to tackle a wide range of issues.
- Confident team player with a proactive attitude and a focus on delivery and strong communication.
- Exceptional interpersonal skills, always demonstrating professionalism.
- Attention to detail and strong follow through.
- Resilient and ability to work in a flexible environment.
- Solutions-orientated and innovative.

### Your technical skills

- Experience and understanding of data protection work gained in a comparable environment.
- Recognised data privacy qualification (e.g. CIPP/E, CIPP/M, or equivalent).
- Outstanding academics and fluency in English. Any additional European language will be a plus.
- Excellent communications skills.
- Experience of, and an interest in developing strong, lasting client relationships.
- Flexibility, supporting cases across a broad range of data protection issues, and multiple clients.
- Good organisational skills with the ability to manage multiple projects.
- Excellent time-management skills.
- The ability to manage aspects of complex matters and clients.
- The ability to understand organisations, their business model, and processes, including the ability to critically evaluate the existing data protection and privacy frameworks and identify areas of non or partial compliance and rectification of any issues.





- A good up-to-date knowledge of key areas of the data protection regulations, specifically in the UK and the EU, and the ability to provide clear, precise, practical summaries. Knowledge of data protection regulations beyond the UK and EU would be advantageous.
- The ability to use initiative and confidence built upon solid successes and achievements.
- The ability to work remotely, be self-organised and manage the workload.
- A commitment to regularly update their own technical expertise and to achieve continuous improvement and development.

*The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.*

*Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have achieved Mansfield UK Certification. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are committed to continuing to participate in Mansfield Rule UK and continue to work towards ensuring a diverse pool of candidates are considered for our roles, in line with the Mansfield Rule. You can read more about this [here](#).*



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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