

JOB DESCRIPTION

Title of Position	Data Protection Consultant
Department	Legal & Compliance
Immediate Supervisor	Director, Legal Affairs & Compliance
Location	Blainville

Summary of the Role:

Under the supervision of the Director of Legal and Compliance, the Data Protection Consultant delivers professional services to our clients to improve their compliance against privacy legislations, such as the *General Data Protection Regulations* (“GDPR”), the *California Consumer Privacy Act* (“CCPA”) and the other relevant legislations. These regulatory consulting services are essentially articulated through *Privacy Impact Assessments* (“PIAs”) and *Data Protection Impact Assessments* (“DPIAs”), for which the Data Protection Consultant is the lead resource. The delivery of such services requires the Data Protection Consultant to work hand in hand with other employees, such as the Project Manager, the Senior Cybersecurity Consultant and the Data Protection Analysts.

PIAs and DPIAs involve assessing an organization’s maturity in a control-based framework and perform risk assessment. For these purposes, the Data Protection Consultant must assess evidences such as policies and contracts, as well as perform audits. The final report is then presented to clients by the Data Protection Consultant.

The Data Protection Consultant may also be required to engage in Data Protection Officer as a Service type of consulting for certain hours per month, and there is a possibility, based on demands, that this service will become predominant.

Primary Responsibilities:

- Provide advices to clients on their privacy compliance posture;
- Conduct compliance audits and report on identified risks;
- Identify GDPR non-conformities and recommend appropriate technical and organizational solutions;
- Analyze and report on the effectiveness of the privacy by design and default strategy;
- Assist with the development and delivery of privacy metrics;
- Act as the subject matter expert for document revision and data security policies;
- Conduct impact analyses on data protection;

- Provide advice and guidance on data protection:
 - Formulate recommendations to strengthen data systems security;
 - Create and update data security policies and procedures;
- Monitor legislation changes, making the necessary recommendations to ensure compliance;
- Support the sales function in engineering sales related to privacy services, which may include assisting in the redaction of proposals and participating in meetings with leads;
- Any additional and related tasks required by the Director of Legal and Compliance.

Qualifications Required

- Bachelor's in civil and/or common law is an asset;
- Minimum 5 years of regulatory compliance experience;
- Minimum 2 years direct experience with data protection legislations;
- Full understanding of GDPR laws and data protection requirements
- Member of the Quebec Bar Association is an asset;
- Perfect bilingual French/English is mandatory
- Knowledge of additional languages is an asset (Spanish, Japanese Understanding of software development life cycle is an asset;
- Understanding of cybersecurity concepts is an asset;
- Experience with databases, data engineering, big data is an asset;
- Understanding of blockchain technologies, fintech, artificial intelligence and similar technologies is an asset;
- Understanding of encryption technologies is an asset;

Competencies required

- Proactive attitude
- Capacity to explain complex requirements to clients
- Capacity to manage competing priorities
- Customer-facing abilities
- Willingness to learn new concepts
- Teamwork skills
- Time management skills
- Ability to adapt to changes and be an agent of changes in the company
- Organizational skills and capacity to carry long-term projects to term
- Excellent analytical and reporting skills
- Excellent knowledge of Excel and Word

We offer:

- Professional environment of cutting-edge technology
- Dynamic work environment in new and modern office
- Group insurance plan
- Employee Referral Bonus
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization