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# Example of Privacy Program Manager Job Description

Our growing company is hiring for a privacy program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for privacy program manager

* Develop, deliver and implement training (both broad-based and individualized) to the Stanford workforce, and assist in the development of communication programs to educate and update the Stanford community on privacy requirements
* Collaborate with constituents across the Stanford community on a wide-range of privacy-related topics
* Monitor current privacy trends, legislation and activities, contribute to implementing best practices
* Ensures appropriate sponsorship and works closely with partners in the business units to deliver projects in a matrix environment
* Shapes, documents and executes projects of high risk, complexity and visibility, actively participating in all phases of the project
* Ensures resources plans are established to successfully deliver projects
* May develop or assist in developing business cases for large projects with significant impact to company goals
* Responsible for producing all typical project documentation - detailed project plans, work plans, schedules, project estimates, conversion schedules, resource plans and status reports
* Manages the analysis of project performance
* Manages the development of effective reporting

## Qualifications for privacy program manager

* 10 years’ experience managing compliance remediation across an enterprise
* 10 years’ experience developing and maintaining an information security and data privacy awareness training program
* 5 years’ experience developing and maintaining vendor compliance programs
* 5 years’ experience developing and maintaining a data privacy program
* Demonstrated knowledge of recognized IT process and quality frameworks such as COBIT, ITIL, CMM, and ISO
* Demonstrated knowledge translating regulation and compliance requirements into technical solutions