Who We Are:
The Centre for Information Policy Leadership (CIPL) at Hunton Andrews Kurth LLP is a leading global privacy and data policy think tank working on the intersection of law, policy and technology with more than 80+ multinational companies across all industry sectors. During our 20 years’ existence, we have worked with industry leaders, regulators and policymakers worldwide to shape and develop global laws, policies and organizational best practices for data privacy and responsible use of data to enable the modern information age. Our leadership and staff are globally recognized data privacy experts. They include former senior public and private sector professionals with extensive global and national experience in developing, interpreting, implementing and enforcing laws, policies and corporate privacy programs relevant to the digital and data economy.

About the Role:
CIPL is looking for a Privacy Analyst to join our team in our London or Brussels office. This person will collaborate with our dynamic, global team of privacy experts based in London, Brussels and Washington, DC on a wide-range of leading-edge privacy and data protection topics. The role reports to CIPL’s Director of Privacy Policy based in Brussels and CIPL’s Global Privacy Manager based in London.

Day-to-day responsibilities and accountabilities include:

1. Research, monitor and analyze global legislative and regulatory proposals concerning privacy, data protection and technology issues.
2. Prepare white papers, executive summaries, briefs, written analyses and PowerPoints on relevant law and policy developments emerging from global regulatory authorities.
3. Draft, produce and distribute regularly scheduled communications and summaries to various internal and external CIPL stakeholders through blogs and social media outlets.
4. Manage CIPL’s social media postings.
5. Assist with special projects and any other job-related duties as assigned by the Director of Privacy Policy based in Brussels and CIPL’s Global Privacy Manager based in London.

About You:
You will have an excellent writing and analytical skills, plus the ability to conduct research independently to quickly gain familiarity with emerging privacy laws and regulations. Strong interpersonal skills are paramount for this role in order to collaborate with internal and external stakeholders in an ever-changing and fast-moving regulatory landscape.
Our preference is that you have a minimum of two years professional or academic experience with law and public policy issues related to global privacy and data protection laws, regulations and frameworks, including, but not limited to data policy related topics in the EU and UK; artificial intelligence; data ethics and governance; corporate digital responsibility; data sharing, international data flows; privacy enhancing technologies, implementation of data protection laws; accountability-based information management; children’s data, regulatory strategy and oversight, regulatory sandboxes; and the broader EU and UK digital policy agendas.

Must Have Minimum Qualifications:

- Education: Bachelor’s degree required. Master’s degree or law degree preferred.
- Two years’ experience working on or researching international data privacy issues.
- Knowledge of relevant privacy laws and pending data protection legislation globally.

Nice to Have Qualifications:

- IAPP Privacy Certifications.
- Experience in writing and submitting consultation responses or other relevant papers to government agencies, data protection authorities or to academic journals.

Other Qualifications:

Availability and willingness to work hours as needed to meet critical deadlines. Strong commitment to client service excellence and teamwork. Must possess the highest standards of ethical conduct and professionalism. Must act as catalyst for change, drive and own results. Creative and innovative. Willingness to work across time zones and across cultures. Excellent communication skills (oral, written and listening) and ability to collaborate effectively with diverse group of professionals. Sound judgment and flexibility. Ability to work well under pressure, patience, diplomacy, high stress tolerance, excellent interpersonal communication skills, ability to prioritize workload and adapt to changing conditions. Proficiency with Microsoft Office Suite applications. Visual acuity needed to process and read extensive written communications. Ability to receive and convey detailed information through oral communication. Essential competency processes include language ability, reasoning and memory. To perform this job successfully, the incumbent must possess the abilities and aptitudes to proficiently perform each of the responsibilities described above, with or without reasonable accommodation.

Interested candidates should apply to Jennifer Kerrigan at jkerrigan@hunton.com with a Curriculum Vitae and Cover Email/Letter.