|  |  |
| --- | --- |
| Job Title: **Head of Information Governance & Risk** | Job No: **R7053** |
| Division:**Legal Services** | Service:**Information Governance & Risk** |
| Team/Section:**Information Governance & Risk**  | Responsible to:**City Barrister & Head of Standards** |

|  |
| --- |
| **Overall Purpose of Role:**  |
| To provide advice and guidance and manage the strategic direction in all areas as they relate to Information Governance & Information Risk. |

| **Key Contacts /Liaison with:**  | **Frequency** (D,W,M or O) |
| --- | --- |
| General Public - advice | D |
| Council Staff at all levels – advice, negotiates, consults, trains, supports their work | D |
| Partner organisations e.g. Police, Health, ICO, Gvt Depts – advice, negotiates, consults, inspections | D |
| Elected Members – advice, trains, supports their work | W |
|  |  |
|  |  |
|  |  |

| **Main Duties/Key Tasks**  | **% of role** |
| --- | --- |
| Manages, supports and develops an establishment of approximately 6 staff, including voluntary and sessional support and manages budget(s) totalling approximately £350,000 and other financial and material resources. | 15 |
| Manages the Information Governance and Risk Service and meets the specified operational targets, outcomes and financial targets allocated to the service. | 15 |
| Produces corporate Information Governance and Risk policies and associated guidance | 10 |
| Supports senior managers and Elected Members in all aspects of Information Governance and Information Risk. | 20 |
| Maintains an in-depth knowledge of all relevant EU and UK legislation and legislative change and associated best practice, ensuring appropriate awareness of them across the Council.  | 10 |
| System administration and development of the relevant corporate ICT systems. | 10 |
| Researches new developments in subject areas and compiles, provides and presents Information Governance and Information Risk specialist training to staff and members. | 10 |
| Regular liaison with and representation of the Council on external bodies/business partners regarding information sharing and compliance issues. Responds to special requests for assistance and advice above and beyond the above, regarding relevant issues. | 10 |
|  |  |
|  |  |

| **Responsibilities & Objectives:**  |
| --- |
| To act as corporate lead in all areas of Information Governance, Information Risk, Information Sharing, Statutory Complaints & Ombudsman Services and to provide specialist advice on Freedom of Information Act 2000, Environmental Regulations 2004, Data Protection Act 1998, Regulation of Investigatory Powers Act 2000, Copyright, CCTV Code of Conduct, Lawful Business Regulations 2002, Computer Mis-use Act 1990, and Re-Use of Public Sector Information., |
| To direct and deliver the Information Governance and Risk Team in meeting its specified services and specified operational targets, outcomes and financial targets. |
| To support Senior Officers of the Council in implementing obligations under relevant legislation and in accordance with national guidelines and regulations. |
| To ensure the efficient and effective operational delivery of services to specified outputs, such services possibly changing from time to time. |
| To promote a cross-service and partnership style of working and foster positive external relationships |
| To be an ambassador for the Council and for Leicester, maximising their influence and promoting a positive image of both, locally, regionally and nationally. |
| To maintain and promote high standards of probity and integrity.  |
| To provide and maintain a legislatively compliant framework for the external sharing of information and promote the effective sharing of information across the Council. |
| To secure rigorous performance management in monitoring and evaluating. |
| Must follow, implement and promote the council's policies and procedures relating to all areas of employment and service delivery. |
| Able to deal with people professionally at all levels and from a variety of backgrounds.  |
| Able to recognise and deal with discrimination in its many forms and willing to actively put the council’s equality policies into practice. |

|  |  |
| --- | --- |
| Is this post classified as “politically restricted”, because the post holder is required to advise the council and its committees or communicates with the media on behalf of the council?  | Yes |
| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?  | No |

**Job Requirements/Personal Specification:**

| **Mandatory Qualifications or Status** | **E/D** | **Measurement, see above** |
| --- | --- | --- |
|  |
| Degree level qualification or equivalent experience or ability | E | Documentary Evidence |
| Relevant professional qualification and membership of appropriate professional body | D | Documentary Evidence |
|  |  |  |
|  |  |  |

| **Training, Skills and Abilities** | **E/D** | **Measurement** |
| --- | --- | --- |
| Ability to analyse complex legislation and guidance quickly. |
| Ability to produce simple, easy to read, concise guidance, documents and policies on complex matters. | E | Application / Assessment / Interview |
| Ability to Communicates fluently both orally and in writing | E | Application / Assessment / Interview |
| Demonstrates Analytical skills | E | Application / Assessment / Interview |
| Ability to understand the implications of courses of actions and propose appropriate solutions to complex problems | E | Application / Assessment / Interview |
| Ability to deal with the public and communicating complex ideas to various audiences | E | Application / Assessment / Interview |
| High level of interpersonal skills, including ability to gain co-operation of staff at all levels and deal effectively, diplomatically, sensitively and confidentially with a wide range of customers | E | Application / Assessment / Interview |
| Able to develop and deliver training to various audiences | E | Application / Assessment / Interview |
|  |  |  |
|  |  |  |

| **Knowledge and preferred Qualifications** | **E/D** | **Measurement** |
| --- | --- | --- |
|  |
| In-depth knowledge of all relevant EU and UK legislation and legislative change and associated best practice in information governance and information risk disciplines. | E | Application / Assessment / Interview |
| Evidence of undertaking training / further development in Information Governance and/or in Information Risk | D | Documentary Evidence |
|  |  |  |
|  |  |  |

| **Experience**  | **E/D** | **Measurement** |
| --- | --- | --- |
|  |
| Extensive experience in an Information Governance and Risk environment | E | Application / Interview |
| Experience of producing clear and concise reports on complex matters and complex legislation | E | Application / Interview |
| Experience of research skills | E | Application / Interview |
| Experience or awareness of Regulation of Investigatory Powers Act 2000, Copyright, CCTV Code of Conduct, Lawful Business Regulations 2002, Computer Mis-Use Act 1990, and Re-Use of Public Sector Information | E | Application / Interview |
|  |  |  |
|  |  |  |
|  |  |  |

| **Other Conditions**. | **E/D** | **Measurement** |
| --- | --- | --- |
| Able to recognise and deal with discrimination in its many forms and willing to actively put the council’s equality policies into practice. | E | At interview |
| Must satisfy relevant pre-employment checks. | E | At interview |
|  |
| Willing and able to work occasionally outside normal office hours, e.g. for meetings, conferences, system testing etc. and able to travel to and work anywhere within the city and occasionally further a-field for example to attend training, presentations, conferences etc. | D | At interview |
|  |  |  |
|  |  |  |

| **Personal Attributes** | **E/D** | **Measurement** |
| --- | --- | --- |
|  |
| Plans work effectively and meets targets | E | At interview |
| Strategic thinker | E | At interview |
| Adaptable to change | E | At interview |
| Self-motivated | E | At interview |
| Work with minimum of supervision | E | At interview |
| Can react quickly and effectively and work to tight deadlines in a busy and challenging atmosphere | E | At interview |
| Team Player | E | At interview |

**See/complete next sheet for competency profile.**

**Competencies** provide a clear and integrated set of dimensions against which people performance can be described and measured. They are the vital link between the behaviours, skills and attributes required by an individual and the tasks required to do the job well.

The competency framework below sets out the key behaviours that drive performance using a standard, proven hierarchy of 8 factors and 20 dimensions that can be applied to virtually any job at any level, in any organisation around the world.

You must select between four and six competencies for your job. Each competency is headed by a factor and then broken down in to a dimension. You must also decide whether Verbal and Numerical tests would be appropriate for the job profile. **These competencies, tests, along with any legally required qualifications and will be used for Talent Matching.**

 **  **

**  **

**Choose your Competencies and tests:**

|  |
| --- |
| Choose an item. |
| Choose an item. |
| Choose an item. |
| Choose an item. |
| Choose an item. |
| Choose an item. |
| Verbal Reasoning Test [ ]  |
| Numerical Reasoning Test [ ]  |

 ** **