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| Job Title: **Information Governance and Risk Manager** | | Job No: **A0088** |
| Division:  **Legal Services** | Service:  **Information Governance and Risk** | |
| Team/Section:  **Information Governance and Risk** | Responsible to:  **Head of Information Governance and Risk R7053** | |

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

| **Key Contacts /Liaison with:** | **Frequency** (D,W,M or O) |
| --- | --- |
| General Public – advice offered daily through telephone contact and email contact to members of the public submitting information requests, appeals and complaints | D |
| Council Staff at all levels – advises all levels of staff daily on all matters relating to information governance and information risk, negotiates with partner organisations on information sharing agreements, consults with managers on policies and procedures, trains all levels of staff in 1:1s, team meetings and formal presentations, supports officers work in responding to requests for information. | D |
| Partner organisations e.g. Police, Health – advises partners on information sharing, negotiates on information sharing agreements, consults on joint policies, procedures and information sharing agreements | D |
| Elected Members – advice offered on occasion through telephone contact and email contact to elected members on information governance and risk. Trains elected members in 1:1s and formal presentations, supports their work in responding to requests for information | M |

| **Main Duties/Key Tasks** | **% of role** |
| --- | --- |
| Manages, supports and develops an establishment of approximately 5 staff, including voluntary and sessional support. | 20 |
| Acts as a point of expertise in the escalation of the most highly complex service requests from team or service officers for determination of relevant legislation and advice on the release or redaction of information. | 20 |
| Maintains and develops corporate registers in line with legislative obligations and corporate standards. | 10 |
| Services corporate Information Governance policies and associated guidance. | 10 |
| Supports senior managers, divisional co-ordinators and Elected Members in all aspects of Information Governance & Risk and Information Sharing. | 20 |
| Maintains an up to date and 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. | 5 |
| Researches new developments in subject areas and compiles, provides and presents Information Governance & Risk and Information Sharing specialist training to staff and members. | 5 |
| 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. | 5 |
| System administration and development of the relevant corporate ICT systems. | 5 |

| **Responsibilities & Objectives:** |
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| To support and advise staff to ensure an effective response to information requests under the Data Protection Act and the Freedom of Information Act, providing a source of expertise and acting as a point of escalation. |
| To advise the authority on the application of risk to information and to plan and design appropriate solutions to mitigate such risk including Privacy Impact Assessments, appropriate contract clauses and Information Sharing Agreements. |
| To support and contribute to the development of the pan-regional Information Sharing Protocol and local Information Sharing Agreements |
| To design and deliver specialised training in the above areas across the Council ranging from presentations to junior staff to elected members. |
| To develop and maintain a wide network of contacts across and outside the Council to promote and develop services |
| To support Elected Members and all staff in all aspects of Regulation of Investigatory Powers Act 2000, Copyright, CCTV Code of Conduct, Lawful Business Regulations 2002, Computer Misuse Act 1990, and Re-Use of Public Sector Information |
| 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. |

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| 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? | No |
| 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** |
| --- | --- | --- |

| **Training, Skills and Abilities** | **E/D** | **Measurement** |
| --- | --- | --- |
| Ability to compose complex letters and emails. | E | Assessment Centre |
| Ability to develop and deliver training to various audiences. | E | Probing at interview |
| Ability to undertake research. | D | Probing at interview |
| Evidence of undertaking training further development in Information Governance or in Information Risk / Security. | D | Documentary Evidence |
| Effective oral and written communication skills. |  |  |

| **Knowledge and preferred Qualifications** | **E/D** | **Measurement** |
| --- | --- | --- |
| Degree level qualification or equivalent experience or ability. | E | Documentary Evidence |
| Detailed understanding of the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations. | E | Application form / Probing at interview |
| Detailed understanding and experience of risk management practice and its application to information assurance | E | Application form / Probing at interview |
| Good understanding of information security protocols and the technology that supports them | E | Application form / Probing at interview |
| Good knowledge and understanding of legislation, regulation, policies, procedures and standards for information assurance. | E | Application form / Probing at interview |
| Good knowledge of Privacy Impact Assessments | E | Application form / Probing at interview |
| Awareness of RIPA and CCTV governance issues | E | Application form / Probing at interview |
| Relevant professional qualification and membership of appropriate professional body. | D | Documentary Evidence |

| **Experience** | **E/D** | **Measurement** |
| --- | --- | --- |
| Experience of managing staff in a large organisation staff | E | Application form / Probing at interview |
| Experience of preparing and reviewing Information Sharing Agreements. | E | Application form / Probing at interview |
| Experience of creating and presenting reports to a range of audience. | E | Application form / Probing at interview |
| Experience of undertaking investigations | E | Application form / Probing at interview |
| Experience of writing contracts | D | Application form / Probing at interview |
| Experience of administrating IT systems | D | Application form / Probing at interview |
| Experience of coordinating an information audit | D | Application form / Probing at 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 | Probing at interview |
| Must satisfy relevant pre-employment checks. | E | Probing at interview |
| Willing & able to keep up-to-date with legislation/ guidelines/new/ best techniques/ as they change or study for/ obtain/ train for further skills and qualifications need for the role. | D | Probing at interview |
| Willing & able to work regularly/occasionally outside normal office/ school hours, holiday periods/ weekends, e.g. for meetings, conferences, open evenings, exhibitions, etc. | D | Probing at interview |

| **Personal Attributes** | **E/D** | **Measurement** |
| --- | --- | --- |
|  | | |
| Ability to manage difficult staff and customers | E | Probing at interview |
| Ability to work under pressure. | E | Probing at interview |
| Able to work on own initiative and to get the job done. | E | Probing at interview |
| Decisive and able to persuade/ motivate others to meet objectives | E | Probing at interview |
| Ability to prioritise work | E | Probing at interview |
| Ability to work as part of a team | E | Probing 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.**

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**Choose your Competencies and tests:**

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| --- |
| 1.2 Leading and supervising |
| 3.3 Presenting and communicating |
| 4.2 Applying expertise and technology |
| 6.1 Planning and organising |
| 7.2 Coping with pressures and setbacks |
| Choose an item. |
| Verbal Reasoning Test |
| Numerical Reasoning Test |

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