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| 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** | |

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| **Overall Purpose of Role:** |
| To manage the strategic direction in all areas as they relate to Information Governance & Information Risk, act as the Council’s Data Protection Officer, and provide high level advice, guidance and leadership on all related matters. |

| **Key Contacts /Liaison with:** | **Frequency** (D,W,M or O) |
| --- | --- |
| General Public – Provision of advice | D |
| Council Staff at all levels – Provision of advice, support and training, negotiation, consultation | D |
| Partner organisations e.g. Police, Health, Government Departments – Provision of advice, negotiation, consultation, perform inspections and audits to monitor contracts | D |
| Corporate ICT – Liaison regarding the compliance and development of systems | W |
| Elected Members – Provision of advice, support and training | W |
| Supervisory Bodies e.g. Information Commissioner (TICO), Investigatory Powers Commissioner (IPC) - Negotiation, consultation, inspections, report to | W |
| Statutory bodies such as TICO, IPC & Courts - Negotiating contentious and complex legal issues | W |
| Other Councils / LGA nationally –Providing presentations at conferences | M |
| Inspectors and Government enforcement agencies - Negotiating contentious and complex legal issues | M |
| Politicians / Press Office – Resolution of contentious and complex matters | M |
| Schools & External Organisations – Provision of traded services | M |

| **Main Duties/Key Tasks** | **% of role** |
| --- | --- |
| Informing and advising the organisation and its employees of their obligations pursuant to the General Data Protection Regulation and national data protection legislation. | 10 |
| Conducting audits and monitoring compliance with the General Data Protection Regulation and national data protection legislation. | 10 |
| Managing, supporting and developing an establishment of approximately 5 staff, including voluntary and sessional support and managing budget(s) totalling approximately £350,000 and other financial and material resources. | 10 |
| Managing the Information Governance and Risk Service and ensuring that it meets the specified operational targets, outcomes and financial targets allocated to the service. | 10 |
| Producing corporate Information Governance and Risk policies and associated guidance. | 10 |
| Supporting senior managers and Elected Members in all aspects of Information Governance and Information Risk. | 10 |
| Maintaining an in-depth knowledge of all relevant EU and UK legislation and legislative changes and associated best practice, ensuring appropriate awareness of them across the Council. This includes researching new developments in subject areas and compiling, providing and presenting Information Governance and Information Risk specialist training to staff and members. | 15 |
| Cooperating with, and acting as the contact point, for GDPR supervisory authorities, including the reporting of personal data breaches. | 10 |
| Undertaking reviews of system administration and contributing to the development of the relevant corporate ICT systems in order to ensure the compliance and development of corporate ICT systems in line with GDPR requirements. | 5 |
| Liaising with and representing the council with external bodies/business partners regarding information sharing and compliance issues. Responding to special requests for assistance and advice above and beyond the above regarding relevant issues. | 5 |
| Providing advice regarding Data Protection Impact Assessments and monitoring their performance. | 5 |

| **Responsibilities & Objectives:** |
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| 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, and to keep up to date with legislative developments. |
| 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 and to fulfil the tasks allocated under the General Data Protection Regulation in an independent and autonomous manner. |
| To be involved, properly and in a timely manner in all issues which relate to the protection of personal data. |
| To assess and manage the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing. |
| To manage all requests from data subjects relating to processing of their personal data and to the exercise of their rights under the General Data Protection Regulation and data protection legislation. |
| To maintain a record of all categories of processing activities carried out on behalf of the organisation. |
| 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. |

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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? | 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** |
| --- | --- | --- |
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| **Training, Skills and Abilities** | **E/D** | **Measurement** |
| --- | --- | --- |
| Ability to produce simple, easy to read, concise guidance, documents and policies on complex matters | E | Application / Assessment / Interview |
| Ability to communicate fluently both orally and in writing | E | Application / Assessment / Interview |
| Ability to research, analyse and interpret complex legislation and guidance quickly | E | Application / Assessment / Interview |
| Excellent analytical skills and able to understand the implications of courses of actions and propose appropriate solutions to complex problems and matters of conflict | E | Application / Assessment / Interview |
| Ability to deal with the public and communicate complex ideas to various audiences | E | Application / Assessment / Interview |
| High level of interpersonal skills, including the ability to gain co-operation of staff at all levels and deal effectively, diplomatically, sensitively and confidentially with a wide range of customers, maintain positive relationships and influence and persuade the decisions of others | E | Application / Assessment / Interview |
| Proficient in the use of ICT including: email and internet; word, excel, database and presentation packages e.g. MSOffice | E | Application / Assessment / Interview |
| Ability to identify and manage areas of risk | E | Application / Assessment / Interview |
| Excellent negotiation skills | E | Application / Assessment / Interview |
| Able to develop and deliver training and presentations to various audiences | E | Application / Assessment / Interview |
| Ability to lead, develop and motivate others | E | Application / Assessment / Interview |
| Ability to manage and monitor budgets | E | Application / Assessment / Interview |

| **Knowledge and preferred Qualifications** | **E/D** | **Measurement** |
| --- | --- | --- |
| Expert knowledge of UK and EU data protection law and practices, and advanced knowledge of the General Data Protection Regulation | E | Application / Assessment / Interview |
| Expert knowledge of all other relevant EU and UK legislation and legislative change and associated best practice in information governance and information risk disciplines. This includes:  1. Substantial knowledge of UK Freedom of information law  2. Substantial knowledge of Regulation of Investigatory Powers Act 2000  3. Substantial knowledge of managing information risk  4. Substantial knowledge of CCTV Code of Practice 5  5. Substantial knowledge of government transparency requirements | E | Application / Assessment / Interview |
| Degree level qualification or equivalent experience or ability | E | Documentary Evidence |
| Relevant professional qualification and membership of appropriate professional body | D | Documentary Evidence |
| Advanced understanding of the administrative rules and procedures of Local Government. | E | Application / Assessment / Interview |
| Evidence of undertaking training / further development in Information Governance and/or in Information Risk | E | 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 undertaking research and interpreting law | E | Application / Interview |
| Experience of practical application of the following laws:  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 |
| Experience of managing staff | D | Application / Interview |
| Experience of managing budgets | D | Application / Interview |

| **Other Conditions.** | **E/D** | **Measurement** |
| --- | --- | --- |
| Must satisfy relevant pre-employment checks | E | At interview |
| Willing and able to travel to and work anywhere within the city and occasionally further afield for example to attend training, presentations and conferences | E | At interview |
| Willing and able to work occasionally outside normal office hours, e.g. for meetings, conferences, system testing | D | At interview |

| **Personal Attributes** | **E/D** | **Measurement** |
| --- | --- | --- |
| Integrity and high professional ethics | E | At interview |
| 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 |
| Ability to work with minimum of supervision | E | At interview |
| Can react quickly and effectively and work to tight deadlines in a busy and challenging atmosphere. Ability to handle multiple work-streams simultaneously and frequent interruptions | E | At interview |
| Team Player | E | At interview |