

JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Director
of Resources S73**

Job Ref Number:

**Service Area: Risk and
Assurance**

Grade: 8

Job Title: Information Governance Officer

PURPOSE OF JOB:

- **Information Compliance:** Manage and respond to statutory requests, including Freedom of Information (FOI) requests, Environmental Information Regulations (EIR), and Data Subject Access Requests (DSARs).
- **Data Protection Advice:** Guide staff on UK GDPR, the Data Protection Act 2018, and confidentiality rules.
- **Risk and Incident Management:** Support Data Protection Impact Assessments (DPIAs), log and investigate data breaches, and maintain risk registers.
- **Records Management:** Oversee archiving, retention schedules, data transfers and secure disposal of files.
- **Training and Awareness:** Deliver data security/cyber security and compliance training to internal teams

The role will be required to:

- To assist the Risk and Assurance Manager with the implementation and ongoing improvement of a co-ordinated Information Governance approach.
- To assume the responsibility of Data Protection Officer.
- To actively support the Risk and Assurance Manager in promoting and ensuring compliance with legal and statutory obligations, with a particular focus on data protection and freedom of information.
- To include providing guidance, raising awareness, and fostering best practices in Information Governance.
- To support the delivery of data protection advice including the development and implementation of policies, processes, guidance and training materials.
- To develop and implement Information Governance policies, standards, and business processes to ensure the wider Assurance framework remains relevant and ensures legal and statutory obligations, with a particular focus ensuring data protection and freedom of information are adhered to.
- Providing guidance, raising awareness, and fostering best practices in Information Governance and Data Protection and to assist with the identification of information risks and to recommend solutions which assist in the delivery of services through appropriate assurance processes e.g. Data Protection Impact Assessments.

- To ensure that colleagues involved in information exchange are provided with appropriate support and guidance e.g. information sharing, third party information processing etc.
- To complete and to contribute to specific work and projects that require Information Governance and Data Protection support.

TEAM STRUCTURE:



MAIN DUTIES:

- The development and delivery of a comprehensive Information Assurance framework in line with the requirements of the Authority and any national Information Governance standards.
- Support the Risk and Assurance Manager as required.
- Implement Information Governance standards by applying good practice in line with Authority Standards
- To provide professional advice and support on compliance with applicable information legislation, including UK GDPR, the Data Protection Act 2018, and the Freedom of Information Act 2000.
- Assume the role of Data Protection Officer
- Ensure staff understand and follow their Information Governance responsibilities, including applying data protection principles and addressing areas of concern.
- To monitor and evaluate performance against obligations under relevant information legislation, identifying potential risks and work collaboratively to develop pragmatic solutions. Provide support and guidance to mitigate risks and enhance compliance.
- To evaluate and support information sharing arrangements between Authority and partners, using Information Governance processes, for example assurance assessments and Information Sharing Agreements.
- Build and maintain strong, positive working relationships with stakeholders, partners, providers and ensure that appropriate information safeguards are considered to support service delivery.
- Assist with the implementation of the wider Assurance and Risk strategy and plan to meet the Authorities targets and objectives.

	• Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations. • Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. • Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising benefits and efficiencies for the Authority. • To be flexible in approach and manage time effectively, including occasional attendance at planned meetings, as required. • As an employee, create a positive image of the Authority.
<i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i> <i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i> <i>The role will be office-based, full-time in Lincoln, Greater Lincolnshire.</i>	

Person Specification

Requirements	Where identified*	Essential	Desirable
Detailed knowledge and skills across all aspects of Information Governance, particularly data protection.	A/I/P	x	
Relevant experience in an Information Governance or similar environment.	A/I/P	X	

Recognised professional qualification in the subject matter e.g. ISEB Certificate in Data Protection; Practitioner Certificate in Data Protection (PC.DP).	A/I	X	
Knowledge of other areas of	A/I		X

Information Assurance e.g. records management, information security, cyber security			
A proficient communicator with the ability to persuade and convince others of the benefit of Information Governance.	A/I/P	X	
Aptitude to implement specialist knowledge in areas of allocated work and projects	A/I/P	X	
Makes proactive contributions to Information Assurance improvements. Able to identify areas of development and propose solutions	A/I	X	

Is competent in the identification of Risk and have the determination to seek appropriate resolutions.	A/I/P	X	
Ability to understand and apply Information Governance and Risk principles to a wide variety of service functions.	A/I	X	
Experience of interpreting information legislation, the principles and best practice	A/I	X	
Confident in the development and delivery of training and awareness material across the staff base.	I/P	X	
Ability to communicate complex subject matter effectively , confidently and clearly at all levels.	A/I/P	X	
A logical approach to problem solving and strong analytical skills.	A/I	X	

Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	A/I	X	
Excellent planning skills and an ability to work to specified timescales.	A/I	X	
The ability to influence and promote Information Assurance within a diverse organisational culture.	I/P	X	

General

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for the authority.

The postholder is expected to work to the Authorities Core Values and Behaviours and to carry out the duties in accordance with Authorities policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder