

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Resources

**Job Ref Number:** 02175

**Service Area:** Information Assurance

**Grade:** G8

**Job Title:** Information Governance Officer

### **PURPOSE OF JOB:**

To assist the Information Governance Manager with implementation and ongoing improvement of a co-ordinated Information Governance approach.

To assist the Information Governance Manager in ensuring that the Council meets its legal and statutory obligations relevant to Information Governance, particularly around data protection.

To contribute to the Councils Information Assurance team, providing advice and ensuring clear guidance is provided to support commissioning services, business and service delivery.

To assist with the development and implementation of Information Governance policy, standards, and business processes to ensure the wider Information Assurance framework remains relevant to the Council and ensures compliance with its information obligations.

To ensure relationships are maintained and developed with external organisations who work closely with the Council in the delivery of commissioned services and to ensure Information Governance requirements are met.

To assist with the identification of information and privacy risks and to recommend solutions which assist the Council 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.

To review, through audit, compliance with Information Governance standards and provide advice in areas of concern and appropriate guidance for continual improvement.

To support the Council in maintaining and appropriate level of compliance with external Information Governance requirements e.g. NHS Data Security and Protection Toolkit, Caldicott Principles.

To complete and to contribute to specific work and projects that require Information Governance support and ensure that progress is logged on appropriate recording systems.

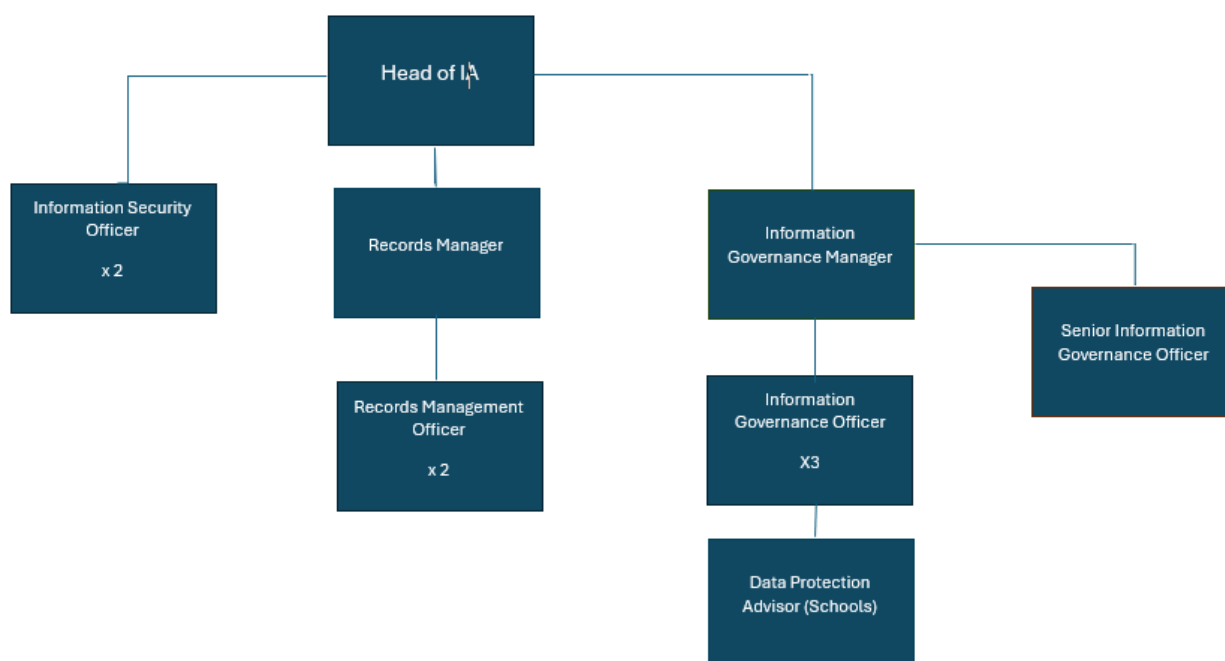
To embed new ways of thinking and working and to look for improvements or development within the Information Assurance team in order to improve Information Governance within the Council.

To support the Information Governance Manager in improving the maturity of the wider information governance posture of the Council.

To contribute and support wider specialist aspects of the Information Assurance team e.g. Information Security, Records Management, Data Protection Advice Service for Schools.

To train and educate colleagues across the Council in Information Assurance matters and continually raise awareness of the subject matter e.g. direct presentations, internal communications.

#### TEAM STRUCTURE:



#### MAIN DUTIES:

1	To support the development and delivery of a comprehensive Information Assurance framework in line with the requirements of the Council and any national Information Governance standards
2	Implement Information Governance standards by applying good practice in line with the Information Assurance strategy, and Information Governance plans, policy and process.
3	Ensure staff and services are aware of and comply with their Information Governance responsibilities, for example by ensuring data protection is applied and regulating areas of concern.
4	To identify, assess and review areas of concern that may pose an information risk to the Council and recommend solutions to the relevant service area.
5	To evaluate and support information sharing agreements between the Council and partners, using Information Governance processes, for example assurance assessments and Information Sharing Agreements.

6	Conduct Information Governance audits in the Council and if required in third party provision with a view to providing corrective action or recommendations.
7	Assist with external audit, compliance and assurance requirements, for example submissions to the Information Commissioners Office or NHD Digital.
8	To be an effective, confident and supportive Information Assurance team member and contribute to the teams' development or improved processes.
9	Assist in developing and delivering the Information Assurance Training and Awareness for the Council using a variety of mediums, for example, direct presentations, e-learning, regular communications and briefs
10	Building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers and potential providers and ensure that appropriate information safeguards are considered to support information exchange.
11	Assist with the implementation of the wider Information Assurance strategy and delivery plan to meet the Council's targets and objectives.
12	Look to continuously improve services in area of responsibility, managing within allocated budgets and identifying where possible, additional value for money savings.
13	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
14	Ensure council resources are optimised and utilised effectively and efficiently.
15	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
16	As an employee, create a positive image of the County Council
17	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the Council to achieve best practice in all it delivers.
18	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.
19	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Required to have detailed knowledge and skills across all aspects of Information Governance, e.g. Data Protection, Records Management.	A/I/P	X	
Relevant experience in an Information Governance or similar environment	A/I	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
Educated to degree level.	A/I	X	
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 the Information Assurance service improvements. Able to identify areas of development and propose solutions.	A/I	X	
Is competent in the identification of risk in Information Governance and have the determination to seek appropriate resolutions.	A/I/P	X	
Ability to understand and apply Information Governance principles to a wide variety of service functions.	A/I	X	
Experience of interpreting information legislation, the principles and best practice to a wide variety of service functions.	A/I	X	
Confident in the development and delivery of training and awareness material across a diverse staff base.	I/P	X	
Skillful in appraising or auditing information governance principles and controls across a diverse business base.	A/I	X	
Ability to communicate complex subject matter effectively and confidently 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	
An ability to influence and promote Information Assurance within a diverse organisational culture.	I/P	X	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## 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 both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council 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.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.