

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Data Protection and Information Governance Manager
<b>MANAGED BY:</b>	Monitoring Officer
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Mayoral Authority (MCA) is seeking to appoint a Data Protection Officer and Information Governance to join the Legal team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

The successful candidate will be able to provide specialist support for Information Governance related activities and oversee the work of the Officer dealing with Freedom of Information requests.

Reporting directly to the Monitoring Officer you will be expected to:

- Provide the West of England Mayoral Combined Authority with a high standard of Information Governance support to ensure we comply with all legal requirements including the Data Protection Act 2018, UK General Data Protection Regulation, records management standards, Freedom of Information and all other relevant standards.
- Lead on a review and maintenance of the Freedom of Information Publication Scheme
- Support the development and delivery of staff training and have operational responsibility for the Freedom of Information process.

- Support the management and reporting of information governance security incidents.
- Support the organisation to deliver and continuously improve information governance activities across all business areas.
- Support the wider team to develop and implement performance measures using available data to support compliance activities.
- Provide input and support to complex data processing activities where necessary liaising with internal and external legal teams.
- Line manage the Information Governance Officer and oversee the implementation and management of information governance activities, for example, information governance training policy roll-outs.

## KEY RESPONSIBILITIES

- Contribute to the development of West of England Combined Authority IG strategies, policies procedures and guidance to promote "best practice" and consistency across the organisation.
- Encourage, promote, and motivate staff to engage in IG, providing the appropriate support to staff to maintain and improve organisational performance.
- Manage the processes for handling Freedom of Information, Environmental Information Regulations and Access to Records Requests and report performance to the Governance Committee, and involving the Data Protection Officer where appropriate
- Maintain a record of the organisations information systems, undertaking regular audits to ensure the systems are kept secure with appropriate access controls and responding to security-related incident(s) appropriately.
- Undertake risk assessments of all information flows.
- Work collaboratively with colleagues to identify any new working practices required to deliver a secure and confidential service.
- Working with other stakeholders, carry out information governance and transformation related projects, assisting the West of England Combined Authority to analyse and map processes to identify information handling improvements, efficiencies and channel shift opportunities.
- Maintain up to date knowledge and expertise of professional/technical developments within the area of responsibility through research, liaison with information governance colleagues from other local authorities and partner agencies.
- To work with the Information Commissioner's Office and work internally to minimise any potential sanctions by the Information Commissioner.
- Line management responsibility for the Information Governance Officer and ensure accountability of the team's performance and for the delivery of departments objectives.
- Assist IT teams with penetration tests to ensure third party standards meet legislative and policy requirements.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Knowledge and Experience

- Qualified to degree level or equivalent relevant experience.
- Considerable experience of implementing monitoring, and reporting processes for statutory purposes within a multi-disciplinary service.
- Specialist knowledge and practical experience in the application of the Freedom of Information (England) Act 2002 and Data Protection Act 2018
- Developing trusting and supportive relationships with staff across internally and external to the organisation.
- Good oral and written communication skills.
- Self-motivator and able to work autonomously or as part of a team.
- Able to work with high degree of flexibility.
- Knowledge of Records Management Standards ISO15489 BIP 0008
- Confident nature with a proactive and constructive approach
- Substantial experience handling sensitive confidential information

#### Skills and Competencies

- Exceptional organisational and administrative skills.
- Advanced word processing skills.

### DESIRABLE

You must be able to demonstrate:

- Line management experience
- Excellent/Advanced MS software knowledge and / of experience (Word, Excel, Visio and SharePoint)
- Knowledge of local government practices
- Project Management experience
- Qualification in Information Management or equivalent

Applicants, as a minimum, should be educated to GCSE level, hold a recognised qualification in freedom of information, and/or be able to demonstrate relevant experience in FOI at an appropriate level.

### REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets

- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and MCA, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

