

JOB DESCRIPTION

JOB TITLE:	Information Governance Officer
MANAGED BY:	Information Governance Manager
GRADE:	8

ROLE OVERVIEW

Approx. size of team	The Information Governance team is part of the wider Legal and Governance Directorate lead by the Director of Law and Governance and comprising Legal Services, Democratic Services, Digital, Data and Operations, and Corporate Admin. The Information Governance team consists of an Information Governance Manager and an Information Governance Officer with support from lawyers within the Legal Services team.
Key accountabilities:	<p>To support the Information Governance Manager in providing direction, support and advice to the Authority and the Service in matters relating to Information Governance.</p> <p>To support the Information Governance Manager in advising the organisation on matters relating to the effective management of information.</p>
Key relationships:	<p>CLT Senior Officers Information Governance Manager Data Protection Officer SIRO IT Legal Services ICO Members of the public exercising information rights External partners</p>

THE ROLE

Key Attributes:

The Information Governance team is part of the wider Legal and Governance Directorate. The post holder will support the delivery of direction, support, and advice to the Combined Authority in matters relating to Information Governance including (but not limited to) records retention and disposal, information sharing and disclosures of information.

The nature of the role demands that statutory and regulatory requirements are implemented across the Combined Authority and understood by all officers. The post holder will support the be responsible for carrying out work to ensure that the Combined Authority complies with all relevant legislation in relation to information governance, including the UK General Data Protection Regulations, Data Protection Act 2018, Freedom of Information Act 2000, Environmental Information Regulations 2004, and all guidance and best practice published by the Information Commissioner's Office.

The role will involve sensitive and detailed handling of information on a daily basis. Close attention and redacting of a range of documents will be regularly necessary and therefore you will need to be very focussed. You will need to give timely, clear, and effective advice to colleagues and the Legal team. This role is also responsible for assisting with the complaints procedure and co-ordinating responses to members of the public. Additionally, you will be in regular email contact with members of the public.

KEY RESPONSIBILITIES

- Assisting in managing and maintaining the Combined Authority's compliance with all relevant legislation in relation to information governance, including Data Protection and Freedom of Information legislation.
- Advising on matters related to data privacy legislation and having due regard for risks relating to processing operations as well as the nature, scope, context and purposes of processing.
- Assisting in the implementation and review of procedures, policies, privacy notices and contracts relating to processing of personal information.
- Assisting in the monitoring of compliance with data protection of related audits.
- Assisting in the maintenance of a register of data processing activities and data life cycles, ensuring that each is compliant with legislation.
- Assisting in the establishment, testing, and monitoring of the data breach response process.

- Maintaining a log of any data privacy related incidents together with tracking resulting actions.
- Maintaining a log of complaints received and action taken, in collaboration with the Legal and Democratic Services teams.
- Ensuring Data Protection Impact Assessments are completed in line with statutory requirements.
- Advising on data processing/sharing agreements between the Combined Authority and other organisations / public bodies.
- Monitoring and reporting on KPIs.
- Assisting in the development and delivery of training as required to ensure that staff members are adequately informed of policies and obligations.
- Any other duties commensurate with the grade and post

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

Qualified to degree level or equivalent relevant experience.

Knowledge and understanding of local and national government legislation.

Excellent IT skills, including Outlook, Word and Excel.

Experience

Experience of information governance work gained in a local authority environment, or experience of data protection functions in a relevant public or private sector organisation.

Experience of handling public enquiries to provide a high level of customer service.

Experience of working in a dynamic and complex environment.

Skills and Competencies

Excellent written and oral communication skills, with ability to communicate to different audiences including elected members, officers of a public sector organisation,

and the public.

Team-player with an enthusiastic and collaborative approach to problem solving to ensure high performance across the team.

Able to build and maintain relationships with colleagues in partner organisations.

Focus on excellent customer service.

Ability to deal appropriately with confidential and sensitive information.

DESIRABLE

Qualifications and Knowledge

Self-motivated and able to organise own and others' workload to meet deadlines.

Experience

Experience with interacting with the Data Protection Act 2018 and UK GDPR, and Freedom of Information requests.

Skills and Competencies

Self-motivated and able to organise own and others' workload to meet deadlines.

Please note this is a politically restricted post under the Local Government and Housing Act 1989