

Job Description and Person Specification



Job Description

Job title

Information Governance Officer

Department

Corporate Services

Grade

Grade I

Salary

£42,022 - £45,028

Manager

Elections and Information Manager

Job summary

To devise, implement and review all information governance policies, strategies and procedures relating to Data Protection, the General Data Protection Regulations, the Freedom of Information Act 2000 and any other governance and legislative requirements for the management of information and data.

Main responsibilities and activities

1. To fulfil the statutory role of Data Protection Officer in accordance with the General Data Protection Regulations.
2. To ensure compliance with all Information Management Legislation and policies.
3. To embed a culture of good practice for the management of information across the Council.
4. To oversee the processing of FOI/GDPR Subject Access Requests and data protection enquiries.
5. To manage the co-ordination of individual requests for information under the Freedom of Information Act and GDPR Subject Access Requests.
6. Maintain up to date privacy notices and ensure they are correctly applied where required.

7. Provide a high-quality service for our residents, staff, managers, and external partners.
8. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
9. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Key Responsibilities / Specific Duties

This job description is not exhaustive and the postholder may be asked to carry out other tasks and duties as directed by their line manager

1. To develop and implement information governance policies, strategies and procedures in relation to the Data Protection Act, Environmental Information Regulations, Freedom of Information Act and GDPR so as to ensure that the Council is fully compliant.
2. To take ownership of corporate policies in relation to Information Management Legislation, ensuring they are maintained and reviewed on a regular basis to ensure good practice is maintained.
3. To fulfil the statutory role of Data Protection Officer.
4. To advise the public, employees, senior management and Members on the legal requirements and principles relating to good information management.
5. To ensure corporate compliance with Information and data management legislation.
6. To embed a culture of good practice for information management throughout the Council.
7. To provide where necessary to commission an appropriate level of training to staff and members in relation to Information Management Legislation.
8. Carry out Data Protection Impact Assessments where required and to provide advice on good information management practices to staff where requested.
9. To maintain knowledge about developments in Information Management Legislation and to translate such learning where necessary into appropriate strategies, procedures and guidance.
10. Assist in embedding effective data security management.
11. Develop, implement and maintain an Information Data Register for recording all processing and information Management.

12. To ensure FOI requests are managed in accordance with legislation.
13. Ensure there are appropriate procedures in place to manage and respond to data breaches.
14. To ensure that the Data Retention policy is adhered to and kept up to date.
15. To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
16. This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.
17. To undertake any other duties allocated by the Director of Corporate Services commensurate with the grading of the post.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.



Person Specification

Job title

Information Governance Officer

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	3 A Levels or equivalent.	Degree or equivalent. Data Protection Regulation / General Data Protection regulation Qualification	Application form and certificate

Experience and knowledge	<p>Ability to take ownership of tasks challenges and problems to achieve an appropriate outcome.</p> <p>Good working knowledge of Information Management Legislation and best practice.</p> <p>Committed to providing a high quality customer service.</p>	<p>Experience in a similar role.</p> <p>Experience in writing policies, procedure and embedding them into organisations</p> <p>Experience of creating and delivering internal training courses.</p> <p>Experience of public service.</p> <p>Experience of liaison and negotiation.</p> <p>Good working knowledge of Regulation of Investigatory Powers Act.</p>	Application form and interview
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Skills and abilities	<p>Excellent communication, negotiation and influencing skills including written communication skills.</p> <p>High degree of organisational skills and ability to set priorities in relation to workload.</p> <p>Ability to self manage. Working well using own initiative whilst also working as a team.</p> <p>Ability to build and maintain positive and effective relationships with range of agencies.</p> <p>Ability and confidence to organise, arrange and administer multi agency meetings.</p> <p>Ability to analyse and interpret data.</p> <p>Ability to develop a strong HART value service culture.</p> <p>Computer literate and proficient in Microsoft Office Software.</p> <p>Ability to make customers feel warm, wanted, welcome and cared for.</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome.</p>		Application Form / Interview
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Personal qualities	<p>Demonstrable record of learning and sharing knowledge with others.</p> <p>Logical & Structured Thinking.</p> <p>Able to work under pressure without supervision.</p> <p>Good personal organisation and time management.</p> <p>Customer focus.</p> <p>You are able to develop and build positive work relationships.</p> <p>You are innovative and creative, searching for alternative solutions and personally accountable for your own actions.</p> <p>You are committed to professional and personal development.</p> <p>You are able to manage your own time effectively and juggle a variety of competing demands.</p> <p>You are committed to delivering the best possible services for residents and internal and external customers.</p>	<p>Practical problem solver, able to demonstrate originality and creativity.</p> <p>Corporate Awareness.</p>	Application form and interview
Other working requirements	<p>Flexibility for working outside normal working hours.</p> <p>Attendance at external meetings and conferences.</p>		

Signatures:

Job Holder

Manager