

Information Governance Adviser

Date updated: May 2020

Grade: 8 - 9 (career grade)

JE ID: Pos_15611

About the Job

As part of the County Council's Information Management Service, this postholder will work under the direction of the Senior Information Governance Adviser to implement integrated information governance tools and policies and provide information governance advice for projects and programmes across the council.

This is what we need you to do at Grade 8

- Implement the framework for integrated information governance tools and policies across the Council in line with data protection legislation.
- Advise on the completion of, and maintain a register of, information sharing agreements between the council and its partners and providers.
- Provide routine information governance advice to the council, including at the outset of projects, programmes and service redesign.
- Provide routine information governance support to programmes and projects
- Provide clear and accurate routine information and advice on information governance issues to members and officers within the County Council
- Support the embedding of privacy by design and other data protection requirements across the council
- Deliver information governance awareness training programmes across the council.
- Contribute to the review of existing and development of new, policies, and monitor policies to ensure reviews are completed.
- Contribute to the completion and submission of the annual Data, Security & Protection Toolkit.
- To administer the policy dissemination system and provide technical support to users as required.
- To disseminate information governance communications, training and policies across the council, using a variety of mediums.
- Build successful relationships with colleagues across the business to enable an all-round approach to information governance.
- Assist with security incidents and associated learning.

- Undertake any other duties appropriate to the grade, as requested by the services' managers.

The additional duties we need you to do at Grade 9

- Keep up-to-date with legislation and best practice in information governance and identify opportunities to make proactive changes in work practices that contribute to continuous business improvement.
- Lead on the provision of specialist advice to colleagues at all levels across the council relating to complex and high risk issues.
- Take ownership of the delivery of an effective and on-going internal communications campaign to ensure the maintenance of appropriate levels of awareness and understanding about information governance issues and responsibilities across the Council.
- Take ownership of the development and delivery of new IG training programmes.
- Demonstrate a detailed understanding of complex information governance issues, looking for innovative solutions to problems and reviewing the impact of changes on efficiency and practice.
- Provide guidance and direction to other team members and lead by example, especially at times where a high profile event could have a significant impact on the Council.
- To develop and maintain a working relationship with colleagues within GCC and partner organisations and the Information Commissioner's Office on information management, governance and compliance issues

Special Conditions

- May be required to lift and transport boxes around the building and at off site stores
- Leave is to be arranged in conjunction with colleagues in IMS to ensure adequate cover at all times.
- May occasionally be required to work outside office normal hours.

- Must have the ability to travel throughout the County.
- Hot desking and working from home or other office based locations may be necessary.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience at Grade 8

- Working in information security, information governance, information compliance or risk management;
- Working in the public sector;
- Information and records management and database systems;
- Using complex spreadsheets;
- Writing user-friendly policies, standards, procedures and guidance;
- Advisory work at a senior level;
- Promoting services to colleagues;
- Providing advice and support;
- Developing and delivering training;
- Developing effective relationships with stakeholders

Additional experience at Grade 9

- The postholder will be expected to have in-depth experience in **all** of the areas of Information Management as listed above, such that the individual can be flexibly assigned and make an immediate impact in any area of the Service They will have experience of dealing with complex issues/projects and making risk assessed decisions.

Behavioural attributes at Grade 8

- A customer-focused approach;
- Good problem-solving skills;
- Good networking skills;
- Excellent verbal communication, negotiation and advocacy skills;
- An organised and effective approach to tasks;
- Managing a diverse and varied workload;
- Tact and diplomacy;
- Meeting deadlines successfully;
- Working flexibly, efficiently and effectively;
- Ability to absorb a complex brief quickly;
- Ability to engage managers and colleagues at all levels across the Council;
- Ability to relate well to staff at all levels in client departments, partnership bodies, other public authorities, contractors, and internal/external information management colleagues;
- Demonstrates Gloucestershire Employee Behaviours.

Additional behavioural attributes at Grade 9

- Consistently demonstrates proactive behaviour in improving practice.

Knowledge, Skills and Understanding at Grade 8

- Good general knowledge of information governance and information & ICT security issues;
- Demonstrable knowledge of the Data Protection Act 2018, Computer Misuse Act and GDPR
- Understanding of the principles of confidentiality and the Caldicott role
- Knowledge of local government records;
- Knowledge of cyber risks;
- Excellent IT skills and understanding of databases and IT systems.
- Excellent written and verbal communication, negotiation and advocacy skills;
- Ability to complete investigations, detailed searches and resolve issues;
- Able to present relevant information concisely and clearly;
- Ability to understand and interpret legislation;
- Understanding and awareness of political sensitivities.

Additional knowledge, skills and understanding at Grade 9

- Proven skills in the planning, developing and evaluating of projects, programmes and changes in work practice for continuous improvement for overall service delivery.
- Proactively coaches and mentors IMS colleagues.
- Uses management information to influence new and improved processes and ways of working.

Education & Qualifications

Grade 8

- GCSE Maths and English A-C, or equivalent;
- A level passes or equivalent
- An undergraduate degree or equivalent
- Working towards or willingness to undertake a qualification in Data Protection

Grade 9

- Postgraduate degree in information management, ICT, records management or related field;
- A qualification in Information Security Management Principles, Data Protection or information rights;
- ISO 27001/27005 Certified qualification

It is standard practice for the starting salary to be at the lower end of the pay scale. This post allows for progression into the next grade. Progression is not automatic and is dependent on consistent and sustained demonstration of exceeding expectations of the initial grade's requirements and skills and the council's employee/leadership behaviours, as well as qualifications in the relevant field.