

Job Profile

Information Governance Officer

Grade H

Date: July 2024



About the Job

The Information Governance Officer supports the council and the Data Protection Officer, to ensure compliance with data protection and associated privacy legislation, most notably the General Data Protection Regulation (GDPR) but in all aspects of information monitoring and reporting. The post holder is the council's single point of contact for GDPR advice, raising awareness and training. Likewise, this extends beyond GDPR also, to provide clear and pragmatic advice on general information security and governance risks.

This is what we need you to do

1. Lead the production and maintenance of the Information Governance Framework, including the development and updating of guidance, policies, procedures, forms, privacy notices, templates, and action plans.
2. Monitor and report on corporate compliance with information management legislation, best practices, policies, and procedures. Compile and present relevant performance and compliance reports, data, and statistics for a variety of audiences.
3. Provide expert advice and guidance to council officers on all aspects of information governance, records management, and retention to ensure compliance with GDPR and data protection legislation.
4. Oversee the disclosure process for Subject Access Requests (SARs) ensuring responses are coordinated, exemptions considered, and statutory timescales met.
5. Act as the single point of contact (SPOC) and investigating officer for data protection breaches within the authority and implement remedial actions to address and mitigate the impact of such breaches.
6. Conduct risk assessments and develop strategies to manage and mitigate information governance risks. Lead the provision of information governance support for high-risk programmes and projects.
7. Lead the review of consistent and robust data governance processes as part of the data project lifecycle. Create agreements to facilitate better data sharing for key partnership agendas.
8. Develop and deliver training programmes for staff on data protection and information governance. Promote awareness of data protection obligations and best practices across the council.
9. Review and manage data protection agreements with third-party service providers. Ensure third parties comply with the council's data protection standards.
10. Oversee the council's records management policies, ensuring effective and secure storage, retrieval, and disposal of records. Conduct audits to ensure compliance with records management policies.
11. Act as the primary point of contact for data protection queries and issues. Provide advice and support to staff on data protection matters. Liaise with external regulatory bodies and agencies as required.

Special Conditions

- May occasionally be required to work outside normal office hours.
- Hot desking and working from home or other office based locations will be necessary when required.

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

- Implementing GDPR compliance projects and conducting Data Protection Impact Assessments (DPIAs)
- Developing and maintaining information governance frameworks, including policies and procedures.
- Conducting risk assessments and developing strategies to manage and mitigate information governance risks.
- Project management

Knowledge, Skills and Understanding

- Strong understanding of data protection principles and practices.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects and priorities effectively.
- Strong analytical and problem-solving skills.
- Attention to detail and a high level of accuracy.
- Proficiency in using information governance and data protection tools.

Behavioural Attributes

Aligns with our Values and Behaviours ([Available here](#))

Expected to perform at level 2 of Gloucester City Council's Behaviours Framework

Education & Qualifications

Essential

- GCSE Maths and English A-C or equivalent
- A Level passes or equivalent
- Degree in a relevant field (e.g., Law, Audit, Information Management, Data Protection) or equivalent experience.
- Professional certification/ qualification in data protection (e.g., CIPP/E, CIPM, CIPT)