



JOB DESCRIPTION

POST: INFORMATION GOVERNANCE OFFICER

DEPARTMENT: ICT and Programmes

REPORTING TO: Head of ICT and Programmes

RESPONSIBLE FOR: Admin & Technical Support Officer and Apprentice

GRADE: 6

MAIN JOB PURPOSE:

The Information Governance (IG) Officer is part of a dynamic new function consolidating information governance capability across Babergh and Mid Suffolk District Councils. The Team provides Babergh and Mid Suffolk District Councils with the skills, knowledge, and expertise to ensure our information and data assets are managed and governed.

Reporting to the #TBD#, the IG Officer, will manage a team responsible for ensuring that the Council is compliant with Information Laws. This includes but is not limited to the Data Protection Act 2018 (DPA), UK-GDPR, the Freedom of Information Act 2000 (FOI), the Environmental Information Regulations 2004 (EIR) and the Privacy and Electronic Communications Regulations (PECR).

The IG Officer develops, implements, and continually improves the organisation's information governance, including its information, records and data management policies, strategy, and processes to promote good practice and maintain compliance with statutory obligations. They ensure best practice is implemented across the organisation with regards to the use, management, and organisation of information, ensure appropriate use and facilitate access to information to maximise its value.

The primary role of the post holder is to support the overall development, management and delivery of the Council's IG Strategy, work programmes and data policies; to oversee data processing practices, ensuring that they meet all statutory requirements, the provision of advice, guidance, and auditing ensuring compliance with the legislations and any requirements of the Information Commissioner, as the Supervisory Authority.

DUTIES AND RESPONSIBILITIES:

- Provides advice, guidance and interpretation to BMSDC, including senior leadership, on matters of Information Management and Records Management;
- Engages with colleagues across directorates and partners ensure Information Governance is understood and assesses all IG requirements;

- Leads the production of Information and Records Management policies, including guidance, processes, retention schedules that complement the overall organisational strategy and aims;
- Review, monitor and provide compliance advice with the Information Laws including but not limited to Policies, DPIAs, Data Sharing Agreements, spot checks and audits.
- Respond to security and Data breach incidents raised to the Council, adhere to the recording, responding and notification processes and time limits in line with the I.C.O.
- Raise awareness through training/ the development of resources for Council across differentiated Council platforms.
- Advocate and support the culture of Data Protection by design and default.
- Advise on matters relating to other access to information as appropriate.
- Assist in monitoring compliance with Service Users in accordance with the Council's Information Governance and related Policies and Procedures.
- Review, update and support the enforcement of the council's Information Governance policies / strategy and accompanying standards.
- Provide impactful guidance, advice, and expertise to colleagues throughout BMSDC on information and records management policy, procedure, and practice;
- Enables increased data maturity across BMSDC by providing advice, guidance and support to Information Asset Owners on Data Management practices including but not limited to Data Retention, Quality and Standards.
- Collaborates with stakeholders and key colleagues across BMSDC to help enable the culture of compliance to support timely engagement and informed decision making;
- Coordinate and facilitate Information Management improvements for the benefit of the business, working to optimise search and retrieval of value from our information assets;
- Leads the Information Governance team on disclosure, litigation, inquiry, FOI, and other queries to ensure processes are robust and embedded.
- Engage in continued professional development to remain up to date with any changes to legislation.
- Line management of other information and records management staff.

Additional information

- a) Does this job require a DBS check? **Yes (Basic check only)**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils’ statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes/No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. Yes/No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Educated to graduate level and holding a qualification in line with Information Laws or a similar level of experience	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience of Line Management. Experience operating within a regulatory area. Experience of compliance processes within complex organisations. Understanding of and practical experience in privacy, data protection and Information Laws. Experience of giving professional advice and building effective and productive working relationships with people at all levels. Proven experience of working under pressure, meeting tight deadlines, and working flexibly in response to changing circumstances. Experience of delivering complex projects involving multiple stakeholders or departments within tight deadlines.	A/I

SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<p>Excellent communication skills, especially in writing and editing, with the ability to quickly process complex information and present targeted messages to different audiences.</p> <p>Understanding of systems and procedures involved in the processing of personal data.</p> <p>Knowledge and ability to investigate data breaches and provide recommendations to support services with carrying out mitigating actions.</p> <p>Knowledge and ability to investigate and handle complaints about data protection, FOI and EIR handling.</p> <p>Ability to support services with completion of data protection impact assessments (DPIAs) and review and advise on data protection contractual clauses.</p> <p>Ability to plan, manage, monitor, and deliver Information Governance requirements.</p> <p>Ability to create and implement mechanisms for continual improvement of the Councils IG.</p> <p>Ability to liaise with the ICO and other external parties.</p> <p>Proficient in the use of general office ICT systems.</p>	A/I
Empowering, valuing and developing our people	
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	A/I



Our Values

...we believe in



OUR CUSTOMERS



BEING AMBITIOUS



TAKING OWNERSHIP



BEING OPEN and HONEST



OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.