

Access to Personal Information Officer Grade 6

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Access to Childrens Information Team is responsible for ensuring that the requirements of the Data Protection Act 2018 (DPA), General Data Protection Regulations (GDPR), and Statutory Requirements are met in relation to accessing and sharing Childrens Social Care data.

About the Role

The Access to Personal Information Officer is responsible for responding to Data Subject Rights for Childrens Social Care Data, including the Rights of Access, Rectification and Erasure, ensuring the council's compliance with the DPA and GDPR.

The role will also oversee requests for information from external sources including Court Orders, other Local Authorities and other statutory or private agencies.

The Access to Personal Information Officer will be responsible for decision making on what is relevant and proportionate to share under either a safeguarding or consenting nature.

Reporting Relationships

Responsible to: The Access to Children's Information Manager

Responsible for: Not Applicable

Key Accountabilities:

- Conducting and coordinating the delivery of subject access requests for Specialist Social Care Services within an agreed timescale, in line with GDPR and the DPA 2018.
- Using relevant IT case management systems to check Childrens files, redact relevant information and prepare the information for release to the requestor; following current guidance, policy and procedures.
- Deal with requests from the public in a timely and consistent way with professionalism and empathy
- Provide necessary support to the requestor receiving the subject access information and offer guidance through the case file process and the post release of files that they may require.
- Identify requests that would benefit from the specialist support of a social worker and refer them to the Senior Access to Personal Information Officer.
- Support and provide guidance on statutory checks on relevant case management systems and making recommendations that need to be delivered in line with the agreed Statutory Checks policy and procedure.
- Supporting the Information Governance Unit and Legal Services in checking relevant IT systems for data and information requests in a timely and efficient approach
- Support and provide guidance on information sharing requests on behalf of the line manager and follow appropriate legislation and policies.

Other Information

This post is designated as a Casual car user

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.






Safeguarding


Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> To possess appropriate level 3 qualification or relevant experience 	A
  	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Understanding of the impact of GDPR and Data Protection requirements on social work practice Experience of working in a Team environment to produce relevant reports and plans Experience of dealing with members of the public in an empathetic way Experience in a range of aspects of a social care role to support adults and young people accessing personal information Understanding of the key pieces of legislation in place in respect of children’s welfare and safeguarding Experience of working in partnership with colleagues and external organisations that require personal information Sound knowledge of child development Understanding of service quality standards and performance management processes Extensive knowledge, understanding and application of IT programmes such as MS Word, Excel, PowerPoint and Outlook 	<p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> An ability to prioritise work and manage competing demands High level recording and report writing skills 	A/I

	• Have excellent interpersonal and engagement skills	A/I
	• Working in partnership with colleagues to achieve aims and priorities	A/I
	• Excellent Communication skills both verbally and written to share data and information	A/I
	• Quality checking and validation processes	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300