Information Governance Officer
Grade 10

Our Vision

We have a clear vision for Staffordshire - 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 citizens
- 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 Information Governance Unit is part of Corporate Services within Staffordshire County Council. The Unit is responsible for developing policies and systems enabling the management of information. This includes the requirements of the Freedom of Information Act 2000 (FOI), Data Protection Act 2018 (DPA) and other information legislation. The Unit also provides support services to all departments in the management of records, implementation of electronic record management systems and the provision of information security audits, training and advice.

Reporting Relationships

Responsible to: Information Governance Operational Lead

Key Accountabilities:

1. **To provide input into, the information governance elements of M365 and the SCC digital programme of work**

   - Including supporting and advising service areas on data protection compliance and excellent records management principles in an EDRMS environment.

   - Escalation and management of information risks.

2. **To provide support in delivering information governance across SCC**

   - Including writing policies, advising senior managers, writing and providing training, inputting into the corporate governance agenda.

3. **To provide input/lead on information governance elements of service projects and initiatives**

   - Working with senior managers to understand their project/initiative outcomes, understanding and articulating the issues about licensing, data processing implications of assimilating data.

   - Negotiating and drafting data sharing agreements between SCC and other public authorities / third parties.

   - Redrafting Privacy Notices, amending SCC DP Notification.

   - Providing specific advice to the staff drafting partnership agreements, regarding contractual requirements for data ownership, software licence implications, privacy impact assessments.

   - Delivery of Service Level Agreements to schools, parish councils and partners.

4. **To champion and support the information asset and assurance program of work**

   - Provide advice, training and guidance.

   - Be responsible for supporting and maintaining SCC Information Asset Register.

   - Support the development of protective marking across SCC.

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- Support Senior Information Risk Officer & Information Asset Owners in delivering their roles.

5. **To investigate information governance breaches and failures and work with services to develop practice/process improvements**

   - Working with service/HR staff to investigate information governance breaches including failures of confidentiality, inappropriate sharing of information.

   - Developing and advising process improvements to ensure future integrity.

6. **To audit and review processes for information sharing with partners and commissioned services**

   - Fulfil a legal and a service quality requirement to audit commissioning arrangements. In respect of information sharing practices, commissioned partner/contractor processes, ensuring contractual obligations in respect of data are met.

7. **Develop and promote information governance resources and provide appropriate training**

   - Develop and run training, both face to face and via on-line/remote access training, covering themes such as Data Protection, Data Quality, Security, Information Sharing.

8. **To provide and develop support and guidance to ensure information assurance of SCC information practices**

   - Carrying out audits in order to allow Information Governance to present the Annual Security Report to SCC Audit Committee.

   - Support Senior Information Risk Officer & Information Asset Owners in delivering their roles.

Professional Accountabilities:

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

- Supporting the information management and transparency programme across SCC through the provision of detailed and expert advice.

- To actively champion best information management practice across SCC.

- To be responsible for developing, supporting and ensuring compliance in information assurance to meet identified standards and statutory requirements.

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
	Qualifications/Professional membership	
	• Educated to degree level or equivalent	A
	• Postgraduate qualification in an information governance related discipline or relevant experience	A
	Knowledge and Experience	A/I/T
	• Minimum of at least 3 years experience in a relevant information management function	
	• Information governance professional best practice and national standards (data protection/data sharing/information security/data quality)	
	• Wider knowledge of related information management discipline	
	• Experience of delivering information governance solutions in a large organization	
	• Clear understanding of local government statutory requirements and obligations	
	• Experience of M365 products, in particular, Teams and SharePoint and excellent records management skills	
	Skills	A/I/T
	• Excellent written, verbal communication and presenter skills	
	• Focused and committed approach	
	• Attention to detail	
	• Strong problem analysis and solving ability	
	• Confidence in professional knowledge	

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	• Ability to negotiate and deliver solutions for clients	
	• Full driving license essential	

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 **Shared Services on 01905 947446**

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