

Information Governance Officer

Grade 10

About the Service

The Information Governance Unit is part of the Transformation Directorate 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

Responsible for: N/A

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.
 - 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.

Person Specification

Qualifications/Professional membership

- Educated to degree level or equivalent
- Postgraduate qualification in an information governance related discipline or relevant experience

Knowledge and Experience

- Wide ranging 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

- Excellent written, verbal communication and presenter skills
- Focused and committed approach
- Attention to detail
- Strong problem analysis and solving ability
- Confidence in professional knowledge
- Ability to negotiate and deliver solutions for clients
- Full driving license

This post is designated as a Casual Car user

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