

## Job Description

Job title	Senior Information Governance Officer
Directorate	BUSINESS : Business Support
Division	Legal and Governance
Range	Range 5
Reports to	Information Governance Manager

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### Main purpose of the job:

The Senior Information Governance (SIG) Officer will report to the Information Governance Manager as part of 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 primary role of the post holder is to support the overall development, management and delivery of the Council's IG Strategy and work programmes; 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.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

To ensure the provision of high-quality comprehensive Information Governance & Data Protection advice and service to Medway Council and under Shared Service Agreement to Gravesham Borough Council in order to maintain compliance with the UK GDPR and other information laws.

Deputise as Data Protection Officer for both Councils in the absence of Information Governance Manager (DPO) and provide support as required to ensure consistency of standards are maintained.

Manage Information Governance assessments, strategies, roadmaps, organisational design and program design and implementation spanning the discipline of records management, privacy, information security and information technology to ensure privacy by default and design is captured.

Play a key role in advising and supporting the maintenance of Records of Processing Activities for each service area within the council(s) to ensure documentation and record keeping remains accurate at all times.

Developing standards, processes and best practice materials for Data and Information Governance to meet the requirements of data protection laws as they evolve and advising on how to apply these into individual service areas in a sustainable manner.

Provide support for internal audits regarding compliance against policies and standards around data and information protection to enable the auditors to assess gaps accurately.

Promote the establishment of accountability for key data assets through clear definition and formalisation of roles and responsibilities. Provide guidance to Information Asset Owners in fulfilling their roles and setting realistic goals and objectives. This is to ensure appropriate support is provided to the data protection champions where necessary.

Managing high risk privacy and data impact assessments and supporting the service areas in identifying and management of the risks to ensure the risk where possible is minimised if not fully mitigated.

To handle a personal caseload of complex Information Governance matters such as investigation into complaints, incidents and breaches relating to Data Protection Act 2018 and/or the UK GDPR, other policies and procedures as set within the council(s) information governance standards.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### Organisation:

This role reports to the Information Governance Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

## Person specification

### Qualifications

- Law degree or equivalent degree level qualification in General Data Protection Regulations
  - Practitioner Certificate in Freedom of Information, or equivalent (desirable)
  - Practitioner Certificate in Records Management, or equivalent (desirable)
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### Knowledge

- Applied knowledge and understanding of public sector obligations in relation to Data Protection Act 2018 and GDPR, Freedom of Information Act 2000, Environmental Information Regulations 2004, and other relevant legislation relating to information governance
  - Extensive knowledge of data protection laws and expert knowledge in implementing statutory requirements within a public authority setting
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### Experience

- Extensive experience of working within a public authority information governance function
  - Management of difficult situations and complex complaints using own initiative
  - Experience of handing high risk impact and privacy assessments
  - Creating and managing Records of Processing Activities
  - Managing new initiatives within the Information Governance Framework
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### Skills

- Proficient in the use of Microsoft Word, Excel and Outlook
- Highly competent in applying technical/specialist/policy & procedural knowledge across a wide range of activities
- Excellent communication, consultation and influencing skills tailored to meet the needs of a wide range of audiences
- Able to provide advice and guidance on the interpretation of Data Protection regulations and statutory requirements which may require the adaptation of internal policies and procedures to meeting service demands
- Ability to apply technical/specialist/policy & procedural knowledge across a wide range of activities
- Skilled at identifying and managing risk appropriately
- Understanding of working with other services and takes a proactive approach towards helping others