

Designation:	Information Governance Officer
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To provide a robust service to ensure the Council's compliance to data protection, freedom of information legislation and other information governance policies.
Responsible to:	Senior Policy & Governance Officer and strategic head for data protection
Responsible for:	No Supervisory responsibility

KEY DUTIES

- To devise and deliver a Council wide strategy on information governance compliant with information legislation.
- To advise Council officers on all aspects of information governance, records management and retention to ensure compliance with GDPR and Data Protection legislation.
- To be responsible for a Council wide approach to compliance to the requirements of the Data Protection and Freedom of information legislation and to give professional advice and guidance to the organisation in order to meet statutory requirements and mitigate risks.
- Ensuring that the Council processes are compliant with legislation and implementing any changes as they happen.
- To process and coordinate information requests, including but not limited to, data subject access and freedom of information requests across the Council and maintaining databases.
- In conjunction with the Data Protection Officer, to prepare and deliver training and materials to officers and members.
- Assist the Data Protection Officer with all regulatory requirements in relation to Data Protection, Freedom of Information, RIPA and the Surveillance Camera Commissioner.
- Investigate complaints regarding breaches of confidentiality, data protection and freedom of information and recommend and implement remedial actions to the Data Protection Officer.
- Be the Council's liaison with the Information Commissioner.
- Analyse the different types of breaches and develop improvement plans to mitigate any future breaches and ensure risk management procedures are adhered to.
- Provide advice on complex data protection issues and advice on GDPR and the Data Protection Act 2018 as necessary.
- Work with the Data Protection Officer to ensure a consistent approach to information governance across the Council and maintain a central register for all documentation.

- Work with the governance team to ensure that all policies and procedures are accurately logged and a process for renewal is implemented.
- Work with officers to ensure compliance with the Council's obligations in respect of the Openness Regulations, the Transparency Regulations, Publication Scheme and develop a corporate approach to Open Data
- Provide written or verbal reports to senior teams and the Audit and Standards Committee as required.
- Assist the Data Protection Officer with the development of information governance policies as required.

SKILLS AND KNOWLEDGE

- Experience of, or a good working knowledge, of the various information governance regimes.
- Able to work collaboratively with wider teams to monitor, analyse and deliver improvements to increase customer satisfaction
- Knowledge of relevant information governance legislation and requirements would be preferred but is not essential
- Able to develop and maintain positive relationships effectively both internally and externally.
- Excellent organisation skills and able to deliver to tight timescales
- Be a proactive member of the governance team
- Good literacy and communication skills

COMPLEXITY AND CREATIVITY

Creativity and innovation are essential to this role in respect of dealing with breaches of legislation quickly and effectively and also dealing with Data Subject Access Requests and Freedom of information act requests as they come in to the Council.

JUDGEMENT AND DECISIONS

- Judgement will be required in designing systems of information governance and implementing Council Policy

CONTACTS

- Members
- External and internal stakeholders
- Employees
- Customers

RESOURCES

Little or no responsibility for physical or financial resources

TRAVEL DESIGNATION

HMRC Mileage rates will apply.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.