

JOB SUMMARY

Post Title	Information Governance Officer						
Job Family	BS08	Pay Range	08	Line Manager to others?	No	Role profile ref	BS08
Service Area	Children Services						
Line Manager	Children Services Resource Team Manager						
Location	Agile - County Hall and Home Working						

<p>Job Purpose</p> <p>Support all aspects of the Information Governance activities relating to the Supporting Families Programme within the Children Services resources team. This involves the application of legal expertise to the delivery of the data maturity transformation project, the Family Information Services Hub website project and any other Children Services compliance activities.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) 6-8 bullet points max</p> <ul style="list-style-type: none"> • To provide support, guidance and write General Data Protection Regulation (GDPR) notices, Privacy Notices and Data Protection clauses. • To support the information governance aspects of the delivery of automatic data matching through a data warehouse. • Applying data protection legislation and policy requirements • To ensure that all activities are lawful • To revise existing Data Privacy Impact Assessment in order to ensure that business processes can be changed. • To provide advice, guidance and produce Information Sharing Agreements (ISA) • To undertake processing activities for Children's Services Department • To internally audit and provide feedback on the compliance of processing activities • To liaise with other departments and organisations to support data sharing • To utilise expertise legal knowledge and make recommendations to the data controllers and data processors

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	Previous experience of advising on Information Governance issues such as breaches and compliance	x	
Extensive working knowledge of relevant processes and systems.	Extensive knowledge of the rights afforded under data protection legislation and how the processes work	x	

JOB SUMMARY

	to ensure compliance		
Considerable knowledge of the service provided in own area.		x	
Strong ICT skills including use of Microsoft applications.			x
Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.	Ability to explain the new GDPR requirements to a range of audiences	x	
Good planning and organisational skills.	Ability to plan an action plan and assist deliver the plan to ensure the system is compliant.	x	
Numerate and accurate with attention to detail.	Ability to draft compliant privacy notices and other documentation	x	
Understanding of how to deal with customers appropriately.	Ability to deal directly with customers	x	
Proven ability to prioritise workloads and achieve deadlines (both by self and with others).		x	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	Educated to level 4 standard or able to demonstrate equivalent experience of Information governance	x	
Other Requirements			
May be required to undertake additional duties as commensurate with role and grade			