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**Post Specification**

**Organisational**

**Support**

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| **Date** | **July 2023** |
| **Post Title** | Information Governance/ Data Protection Officer |
| **Job Family Role Profile** | **OS14** |
| **Final Grade** | **Grade 14** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| To lead on Corporate General Data Protection Regulation Act (GDPR) activities (including the provision of specialist training and advice for staff) and lead on the effective management, handling and learning from complaints, commendations, and other statutory access to information regimes across the Service (Freedom of Information, Environmental Information Regulations, Data Protection Act, HMICFRS, NFCC and Home Office to ensure that the Service remains compliant with legislation and regulation. | | |
| **Key job specific accountabilities** | | |
| 1. To lead on the provision of comprehensive specialist advice, guidance, monitoring and training on the implications of the General Data Protection Regulations, and other statutory access to information regimes and fulfil the role of Data Protection Officer for the Service 2. To ensure that employees, elected members and those working on behalf of the Service are fully informed of their own responsibilities for acting within the law and that the public, including employees, are informed of their rights under the legislation. 3. To lead on the development and maintenance of systems for reporting regular management information and intelligence from complaints, commendations and other statutory access to information regimes, and to work with service specialists to ensure that corporate learning informs service improvement across all functions. 4. To lead on the development and implementation of an ‘open data’ approach ensuring that the Service’s approach to the transparency and openness is customer focused. 5. To work closely with representatives from our service provider to ensure Information Security policies and practices are in place for the Service and issues are appropriately escalated to the SIRO 6. Lead on the Safeguarding programme within the Service | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Co-ordination of resources to deliver agreed work programmes and research projects. |
| **Staff Management Responsibilities** | | * No direct line management responsibilities. * Responsible for leading a team of peers and/or multi-functional teams on specific projects. |
| **Other** | | * N/A |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Degree or equivalent. * Substantial technical knowledge and expertise in information governance and access to information regimes. * Experience of designing and delivering training and awareness packages at a senior level in a complex organisation. * Experience of establishing effective working relationships. * Experience of managing multiple activities/projects across a range of disciplines * Politically astute in a rapidly-changing environment. * Good negotiation and interpersonal skills. * Able to develop and maintain effective working relationships internally and externally with partners and others. * Good written and verbal communications skills | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a Standard DBS check. | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Moderate | |
| **Physical Demands** | * Minimal | |
| **Working Conditions** | * Minimal | |
| Other Factors | | |
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