

Title Senior Information Governance Advisor	Department Chief Executive's – Information Governance Team	Post Ref.
<p>Job Purpose</p> <ul style="list-style-type: none"> • To deputise for the Data Protection Officer. • To act as a senior practitioner in the Council for information governance and undertake a complex portfolio of work to ensure that the Council's information is processed in a way which minimises risk, is legally compliant and in line with good practice. • To work with public customers, internal staff, elected members, and externally with partners to provide specialist and expert advice, guidance and support in respect of data protection and information governance. 		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To deputise for the Data Protection Officer. 2. To develop, review, monitor and communicate the Council's Information Governance Strategy, Framework and associated policies, procedures, standards and guidance to ensure they support the Council to meet its information governance obligations and ambitions. 3. To be the professional lead for the Team for two or more information governance specialist areas (e.g. information sharing, Data Security and Protection Toolkit, Data Protection Impact Assessments etc) taking an active role in continuously improving the Council's approach to those areas. 4. To inform, provide expert advice and train officers and Elected Members about data protection and information governance good practice and their obligations to comply. 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To deputise for the Data Protection Officer in their absence. 2. To work collaboratively with other teams, services and partners to implement and monitor compliance with the Information Governance Framework and associated strategies, policies, procedures, standards and guidance. 3. To provide leadership within the Information Governance Team and proactively develop assigned specialist areas and projects. 4. To provide specialist information governance and data protection advice and guidance to officers, elected members and partners and constructive challenge (where appropriate). 5. To ensure the appropriate management in respect of timely, safe and effective information sharing. 	

<ol style="list-style-type: none"> 5. To initiate and develop effective relationships with partner agencies and organisations and to represent the Council in discussion with third parties on complex IG matters, including, but not limited to, the Police, Health and the Information Commissioners Office to ensure contracts and partnership working arrangements comply with information governance requirements. 6. To ensure that Data Protection Impact Assessments are carried out on time and to quality and work proactively with Council colleagues to that end. 7. To ensure Information Sharing Agreements are in place (where required), meet the required standards and work proactively with Council colleagues to that end. 8. To support colleagues with specialist information governance roles including the Senior Information Risk Owner and Caldicott Guardians and the Data Protection Officer and participate in corporate governance forums (as required). 9. To investigate suspected and actual information security incidents, to recommend approaches for embedding organisational lessons from such breaches and to liaise with data subjects and the Information Commissioner's Office, where required. 10. To undertake spot-checks on information governance and data protection compliance and produce reports to recommend remedial actions. 11. To champion an effective information governance culture across the organisation and to ensure that appropriate, up to date, and engaging training and awareness tools and services are available. 	<ol style="list-style-type: none"> 6. To ensure appropriate management is place in order for the Council to meet its Data Protection Impact Assessments obligations. 7. To recommend service improvements arising from incident and breach assessment and implement where agreed. 8. To explore the potential for service transformation whilst ensuring a risk-based approach to information governance, management and security is maintained. 9. To make a significant contribution to the work the Council's key governance groups such as the Information Governance Board, Programme and Project Boards, Risk Safety and Emergency Management Board / Groups, providing reports and advice as required.
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<p>12. To provide leadership and work with the Data Protection Officer to build an effective and proactive Information Governance Team which is valued by and responds to business need.</p> <p>13. To lead and take responsibility for the definition, documentation and safe execution of small to medium-scale information improvements, compliance and information related projects, actively participating in all phases of the project.</p> <p>14. To review the effectiveness of systems, processes and procedures used by information governance, recommend changes and improvements to efficiency, develop and support implementation.</p> <p>15. To research, develop and implement special projects to maximise the efficiency and effectiveness of Information Governance and prepare and present management reports on the same.</p> <p>16. To maintain an up-to-date knowledge and understanding of data protection and information governance legislation and good practice , to share it within the Team and apply it to own working practices.</p> <p>17. Comply with all Council policies, including contractual standing orders, financial regulations and the departmental scheme of financial management</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification**Education and Knowledge**

1. A degree or equivalent qualification.
2. A recognised professional qualification in Data Protection, Freedom of Information, Information Management or Information Security.
3. Excellent current knowledge and understanding of UK information and data protection legislation and good practice.

Experience

13. Recently working in a similar role in a large, complex organisation, preferably within the public sector (e.g. other Councils, the NHS etc).
14. Developing, reviewing, delivering, managing and recommending improvements in policies and procedures, controls, monitoring systems and performance to support effective information governance and data protection.
15. Carrying out Data Protection Impact Assessments, managing a Record of Processing Activity (ROPA), developing Information Sharing Agreements and managing information risk.
16. Investigating and reviewing Information Governance incidents, breaches and issues and recommending measures to reduce reoccurrence.
17. Project management, ideally with a Prince 2 project management qualification

Personal skills and general competencies

4. Excellent interpersonal skills including effective report writing, communication and presentation skills to present information in an accessible way.
5. Ability to build effective relationships and to negotiate with, persuade, advise and influence senior managers and staff on information legislation policy issues and agree information governance objectives and delivery targets.
6. Excellent organisational skills including the ability to manage multiple tasks and projects and to prioritise and work to deadlines with minimum supervision
7. A positive, can-do attitude with a high level of personal drive and commitment to excellent standards and the ability to set an example for other staff
8. The ability to pull together plans, develop solutions and solve problems in an information governance environment.
9. Excellent IT skills and use of systems.
10. Ability to think strategically and innovatively demonstrating a capacity to identify and respond to relevant issues of both immediate and long term to the Council.
11. Excellent team working skills with the ability to matrix manage staff.

	12. The ability to be flexible and work under a high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands.
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Role Dimensions

1. The role reports to the Data Protection Officer.
2. The role will have some matrix management responsibilities for the Information Governance Advisors.
3. Key elements of the role are to ensure that effective Information Governance is developed, implemented and reviewed to ensure the Council is compliant with relevant legislation, regulations and standards in support of the Data Protection Officer. This will require liaison with Council colleagues and external partners, contractors and regulatory bodies, such as the Information Commissioner and NHS Digital.