

<b>Title</b> <b>Information Governance Advisor</b>	<b>Department</b> <b>Chief Executive's – Information Governance Team</b>	<b>Post Ref.</b>
<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• Provide subject specific, technical Information Governance (IG) advice, guidance, support, challenge and performance reporting to a named department(s)</li> <li>• Provide thematic subject matter expertise on aspects of Information Governance</li> <li>• Contribute to the provision of a quality corporate Information Governance service</li> </ul>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To act as a point of contact and provide detailed, subject specific, technical Information Governance (IG) advice, guidance, support, challenge and performance reporting to named department(s) / service group(s) so that it can comply with all aspects of data protection law and IG good practice, including records management.</li> <li>2. To have a strategic and operational responsibility for one or more areas of IG work (e.g. IG training; personal breaches; information sharing; records management etc) and act as a professional consultant.</li> <li>3. To actively participate in functional business meetings as a technical IG advisor.</li> <li>4. To work with business leads, other colleagues (e.g. Procurement, ICT etc) and external stakeholders to support the development and approval of Data Protection Impact Assessments (DPIAs); Information Sharing and Data Processing Agreements; Privacy Notices etc.</li> <li>5. To facilitate and provide technical advice to enable the creation and maintenance of an accurate Council-wide Information Asset</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To provide professional technical advice, support and challenge as a business partner to a named department(s).</li> <li>2. To ensure that privacy by design and default is embedded into all departmental project and business processes.</li> <li>3. To make recommendations and assist in implementing service improvements arising from data breach and incident report investigations.</li> <li>4. Development, review of, and monitoring compliance with, IG policies, procedures, standards and guidance.</li> <li>5. To make sound judgements and decisions escalating appropriately.</li> <li>6. To assist and on occasions deputise for the Data Protection Officer and Senior Information Governance Advisor in the performance of their duties.</li> <li>7. Undertake this role for any third parties as determined by the Council (e.g. the Nottinghamshire Local Government</li> </ol>	

<p>Register and Record of Processing Activities and analyse and report on associated risks.</p> <ol style="list-style-type: none"> <li>6. To undertake quality assurance and remediation work arising from identified gaps and risks in IG in the Council.</li> <li>7. To support the Data Protection Officer and operational managers in conducting robust investigations of data breaches, producing investigation reports recommending actions to avoid future breaches within the same business unit and across the Council. Supporting and monitoring the implementation of agreed follow-up actions.</li> <li>8. To develop materials (including for Information Governance information on the Council's internal and external websites) and deliver engaging awareness raising / training / briefing as required (e.g. to elected members; at Leadership Teams etc).</li> <li>9. To develop and maintain documentary evidence of IG compliance and risk across the Council, analyse performance and produce reports recommending improvements (where appropriate).</li> <li>10. To conduct research into current and future business requirements and define and deliver IG improvement projects.</li> <li>11. To ensure awareness of current legislation, case law, policies and practices etc. in respect of IG; data protection and records management and translate that into self and service improvement.</li> </ol>	<p>Pension Scheme for which the Council is administrator; schools et cetera).</p> <p><b>Key Values and Principles</b></p> <ol style="list-style-type: none"> <li>8. Display a positive, can-do attitude and strive to deliver work of a high quality in self and others.</li> <li>9. Demonstrate professional leadership and challenge to improve performance and reduce risk.</li> <li>10. Demonstrate integrity and high professional ethics</li> <li>11. Operate in a collaborative manner which engenders trust and engagement with others.</li> <li>12. Embrace change and be flexible, adaptable and resilient.</li> <li>13. Be self-motivated and self-directed to produce high quality and timely work.</li> </ol>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

## ***Person Specification***

### ***Education, Knowledge and Experience***

1. Educated to degree level or significant equivalent work experience in a transferable role, preferably to include a relevant data protection or data protection qualification / practitioner's certificate.
2. A well-developed knowledge and understanding of information governance practice and data protection legislation, policy and guidance to a standard of being able to give practical, current and wide-ranging advice to others in the workplace.
3. Experience of providing data protection and information governance advice and guidance, preferably in a complex public sector organisation with a high level of public scrutiny.
4. Experience of working with, influencing and appropriately challenging all tiers of staff to improve working practices, in a large complex organisation.
5. Experience of successfully developing and delivering relevant training in a corporate environment to a diverse and / or large audience.

### ***Skills and Abilities***

6. Strong analytical and problem-solving skills and the ability to present findings an engaging and compelling way that enables robust decision making.
7. Outstanding communication skills and ability to adapt approach / content to engage, motivate and secure the buy-in of a range of stakeholders.

8. Ability undertake research and draft compelling reports with sound recommendations which inform evidenced decision-making.
9. Ability to effectively deal with a high volume, complex workload, assess risks, meet agreed objectives to deadline, with minimal supervision.
10. Proven ability to effectively and efficiently use ICT (particularly the Microsoft Office Suite).
11. Ability to make sound and timely decisions, prioritise a multi-faceted workload and continuously implement effective solutions.
12. Ability to challenge others appropriately to achieve desired results and continuously improve own performance.
13. A proven ability to drive innovation and improve efficiency and effectiveness, ideally in a relevant field.
14. A proven ability to work collaboratively and achieve results whilst working remotely.

### ***Personal skills and general competencies***

15. To be collaborative and work successfully as part of a team, contributing to team successes and achievements.
16. To be positive, flexible and resilient to achieve success in challenging situations.

<b><i>Role Dimensions</i></b>  17. This post operates, in part, under the statutory role and objectives of the Data Protection Officer and provides objective, specialist expertise to ensure the Council is compliant with data protection law. 18. It reports to the Data Protection Officer, but is matrixed managed for particular aspects of work by the Senior Information Governance Advisor(s) 19. It will operate across all services of the Council but having a particular business partner focussed role with one or more departments / service areas. 20. It will need to engage and persuade colleagues to improve working practices in respect of Information Governance, Data Protection, Information and Records Management and provide appropriate support and guidance to a wide range of staff across the organisation. 21. It will also need to challenge non-compliant practice of peers and managers and escalate where appropriate. 22. It will need to understand Information Governance risk and recommend / implement actions to mitigate risk. 23. Data Protection law places a higher than ever imperative for the Council to be robust in its approach to Information Governance and data protection (there are significant fines and reputational damage of non-compliance).	