



Craven District Council

Job Description

Post Title	Information Governance Manager
Grade	PO1
Reports To	Chief Information Officer (CIO)

Principal Duties and Responsibilities

- As part of the Council's ICT & Transformation Team, to act as the Council's Data Protection Officer ensuring that the requirements of the UK General Data Protection Regulation and the related Data Protection Act 2018 are applied across the Council's services, providing consistent and accurate advice and support on all aspects of Information Governance and guidance to elected members and officers, respond to Subject Access Requests from the public and ensure that the Council complies with relevant legislation at all times.
- Ensure that the Council meets its obligations in providing timeous and accurate responses to requests for information under the information rights legislation that apply to local authorities. Take the lead in dealing with complaints, and complex cases, either conducting internal reviews or supporting senior officers, and managing the overall process to ensure that the Council meets relevant requirements.
- Manage the Council's Publication Scheme, and the related obligations under the Government's Transparency Code.
- Promote and support the recognition across all Services of all aspects of Information Governance including Information Security, Data Handling, Data Protection and access to information (e.g. under the Data Protection and Freedom of Information Acts).
- Provide advice and support in and guidance to the Council's Senior Information Risk Owner, for example, escalating issues of concern, or in the management of data security incidents, supporting the development of Data Protection Impact Assessments, reviewing Privacy Notices, and liaison with the Information Commissioner's Office, and undertaking targeted compliance audits.

Co-ordinate and maintain the Authority's Corporate Information Governance Group (CIGG) and other relevant Council groups required to support the continuing the implementation of the overarching Information Governance Framework and in particular taking a lead role in the development of the Council's Information Governance Strategy and Policy and associated action plans

- Manage the continued implementation of the Council's Information Governance policies, procedures, and guidance, for approval by CIGG, or the appropriate Council committee as required, and ensure effective implementation and communication across the Council.
- Manage the Council's corporate Complaints Procedure and ensure that necessary controls and processes are maintained to provide an effective service, and that appropriate responses are issued timeously, and that senior officers are supported, for example in preparing responses to the Local Government and Social Care Ombudsman.
- Lead on the successful implementation of the General Data Protection Regulation across all services by May 2018, including the management of risks, and overseeing and supporting key activities.
- Manage and maintain appropriate performance measurement criteria and indicators, to monitor achievement of the requirements of the Information Management and Governance Strategy and to report findings to the CIGG and Council Committees as appropriate.
- Working with other stakeholders, carry out Information Governance and transformation related projects, assisting the Council to analyse and map processes to identify information handling improvements, efficiencies and channel-shift opportunities.
- Continue to own, implement, develop, and monitor the Information Governance awareness programme for the Council and contribute to the development of training and awareness materials for all staff (and elected members) utilising e-learning where appropriate.
- Carry out regular review of policies and procedures to ensure compliance with major regulatory changes and Information Governance developments, such as the General Data Protection Regulation and relevant prevailing Government policy/legislation.
- Maintain up-to-date knowledge and expertise of professional/technical developments within the area of responsibility through research, liaison with Information Governance colleagues from other Local Authorities and partner agencies. For example, by attending regional Information Governance/Information Management meetings, and attending other local, regional and national Information Governance/Information Management meetings on behalf of the Council and reporting back on relevant developments and issues.
- Support a local educational institution and a small number of parish councils as Data Protection Officer.

Other Responsibilities
<ul style="list-style-type: none">• Promote the services of the ICT & Transformation Services Team• Demonstrate personal and professional competence• Undertake any other duties that may reasonably be required

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Post Title	Information Governance Manager
Grade	PO1
Reports To	Chief Information Officer (CIO)

Knowledge/Qualifications / Training	Essential	Desirable	Verified by
Educated to degree level in a relevant discipline		X	Application
Specialist qualifications/considerable experience in information governance related topics for example but not limited to; Information Security, Information Risk Management, Data Protection, Freedom of Information, Records Management.	X		Interview/Application
Knowledge of the Local Government environment, administrative structures and operations	X		Interview/Application
Skills / Abilities	Essential	Desirable	Verified by
Excellent computing skills, particularly with desktop products such as Office, Outlook and use of the Internet	X		Interview/Application
A high level of oral and written communication skills	X		Interview/Application
Ability to research and prepare reports on various issues for various audiences	X		Interview/Application
Ability to chair, plan, co-ordinate and positively contribute to meetings with senior management or other stakeholders	X		Interview/Application
Experience	Essential	Desirable	Verified by
Knowledge and experience of Data Protection and Information Security requirements e.g. handling data subject/information access requests and Information Security Incidents within a public sector environment over the previous 4 years	X		Interview/Application
Knowledge and experience of the Freedom of Information Act within a public sector environment over the previous 2 years	X		Interview/Application
Performance management and project management knowledge and experience	X		Interview/Application
Experience of production of detailed reports and/or statistics where accuracy is essential	X		Interview/Application
Experience of working with Access to Information legislation and handling complex requests for information	X		Interview/Application
Extensive working knowledge of information governance best practice standards and effective implementation.	X		Interview/Application

Other Personal Attributes	Essential	Desirable	Verified by
Able to demonstrate a commitment to CPD (Continuous Professional/Personal Development)	X		Interview/Application
Good interpersonal skills, particularly the ability to communicate technical subjects in plain English to staff and members of the public	X		Interview/Application
Strong influencing and persuasion skills	X		Interview/Application
Excellent analytical skills	X		Interview/Application
Excellent time management skills and ability to work under pressure and meet tight deadlines	X		Interview/Application
Able to adapt to ever changing legislative demands	X		Interview/Application
Able to work cooperatively and constructively within own team and with others	X		Interview/Application
Ability to work unsupervised and a self-starter	X		Interview/Application
Demonstrable commitment to and ensuring high quality in all aspects of work	X		Interview/Application
Strong analytical and problem solving skills	X		Interview/Application