

JOB DESCRIPTION

Job Title:	Information Governance Manager		
Service:	Law & Governance	Directorate:	Resources
Post No:	TBC	Grade:	I
Responsible to:	Assistant Director of Law, Governance and Democratic Services	Responsible for:	N/A

Key Objectives:	
The Information Governance Manager is responsible for management of all information at Cherwell District Council. The service is responsible for	
1	The council's compliance with Data Protection legislation and requirements, including staff training
2	The Council's compliance with its Freedom of information Act responsibilities, acting as the central point for co-ordination of FOI responses and the application of exemptions
3	Act as the Council's Deputy Data Protection Officer
4	Directing, leading and ensuring compliance with information governance legislation and good practice requirements across the council
Principal Duties and Responsibilities:	
1	Liaising, providing advice and guidance and ensuring compliance regarding information sharing with third parties
2	Ensuring information assets are recorded, monitored and assessed for compliance and good practice requirements
3	Recording, reporting and resolving information related risks to senior management
4	Handling and processing individual rights queries under Data Protection legislation and requests under the FOIA
5	Responsibility for Data Protection compliance by the organisation's staff at all levels including senior managers
6	Informing, advising and issuing recommendations to the organisation about their obligations under the DPA 2018 and FOIA
7	Maintaining a record of, and monitor for compliance, all data processing undertaken within the organisation
8	Developing and managing an audit programme of data protection and conduct health checks to monitor and ensure data protection compliance in line with those policies of the council which relate to the protection of personal data

9	Maintaining, implementing and reporting on the action plans that derive from compliance activities
10	Assessing the risks associated with any data processing operations and ensuring internal controls are in place to mitigate these risks. While the focus is on areas of higher risk processing, all data processing at the council is subject to such assessment
11	Providing advice on the carrying out of Data Protection Impact Assessments (DPIA) under section 62 of the DPA; advising the council on whether or not a DPIA is required; providing advice on the methodology to be applied and on safeguards; monitoring the performance of the DPIA; assessing whether its conclusions comply with the DPA 2018
12	In relation to the policies of the council which relate to the protection of personal data the DPO will be responsible for ensuring the following tasks are completed <ul style="list-style-type: none"> • Assigning responsibilities under those policies • Raising awareness of those policies • Training staff involved in processing operations • Conducting audits required under those policies.
13	Lead the council's Information Governance function
14	Ensure the council meets all relevant legislative requirements regarding information governance, including data protection
15	Ensure all information assets at the council are managed appropriately, including the creation / collection, storage, retention and disposal, data quality and data ownership
16	Set the council's direction regarding information governance, ensuring it meets council objectives and priorities
17	Ensuring the information risks are accurately recorded and reported to senior management. Provide recommendations to senior management to mitigate or minimise reported risks

PERSON SPECIFICATION

	Essential		Desirable	
Qualifications	1	Relevant professional or management qualification or equivalent	1	Recognised qualification in information governance and or FOI
Experience	2	In depth knowledge and understanding of managing Information, data FOI and Information Services	2	Experience in developing and managing performance and risk frameworks
	3	Experience of strategic approach to information management functions	3	Experience of records management and information request handling
	4	Highly developed IT skills	4	Experience and use of a wide range of analytical and research methods to agreed industry standards.
Knowledge	5	Knowledge or experience of the requirements of the Freedom of Information Act	5	Experience of using intelligence and insight to deliver innovative solutions.
	6	Strong numerical and analytical skills and the ability to collate, analyse, interpret and present complex intelligence, management and financial information.	6	Knowledge of Councils and statutory policies and regulations including Data Protection Act, Freedom of Information Act, and related Councils Codes of Practice.
	7	Understanding of the respective roles of elected members and the senior management team with regards to performance management.		
Skills	8	Highly literate, with excellent verbal and written communication skills, and the ability to communicate effectively at all levels	7	Excellent team work skills, flexibility and adaptability
	9	Strong interpersonal skills, to interface with the public, Members and staff at all levels	8	Ability to organise the workplan of an internal working group to assist the compliance process
	10	Confident, enthusiastic and self- motivated, able to work independently and as part of a team		
	11	Able to work under pressure and manage priorities and		

		workload appropriately		
Other requirements / circumstances / aptitudes	12	Ability to manage and lead complex programmes of internal review and recommend improvements at corporate level. Customer focused with a strong desire to achieve consistently high standards		
	13	Ability and willingness to work outside of normal office hours and at alternative locations when necessary.		
Safeguarding children, young people and vulnerable adults	14	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List		
Job Description and Person Specification created/updated by:				
Shahin Ismail, Interim Monitoring Officer			in:	June 2022