JOB DESCRIPTION

Job Title	Information Governance Officer
Reports to	Information Governance Manager
Reporting staff	None

Job Purpose

To assist in the delivery of an effective information governance function, whilst providing advice and guidance to all areas of the Service to ensure compliance with information governance legislation and cyber security standards.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

Specific Responsibilities	
1	Respond to Freedom of Information requests and Subject Access Requests, ensuring compliance with statutory timeframes and the relevant legislation.
2	Provide specialist advice and guidance to staff and managers on all matters relating to data protection, including data sharing and disclosure, freedom of information, records management.
3	Work with Information Asset Owners and Leads to maintain an Information Asset Register and to conduct Data Protection impact assessments, helping to embed privacy by design and ensuring that risks are appropriately identified and managed.
4	Contribute to the development and delivery of training. This includes the development of the material, delivering training, monitoring of completion rates and identifying training needs Monitor the completion of IG related training and impact assessments.
5	Monitor compliance with the Local Government Code of Transparency and information required to be proactively published according to the Freedom of Information Act.
6	Manage data protection related security incidents ensuring these are mitigated, including identifying and communicating lessons learned.
7	Raise awareness and help to embed Information Governance throughout the Service.
8	Maintain up to date knowledge of information governance legislation and best practice.
9	Provide system administration support for the policies and procedures system
10	Contribute to the development of IG related policies and procedures and assist the team with IG projects such as the implementation of appropriate standards and drafting of information sharing agreements.