

Job description

Job title:	DCR Partnership Information Assurance Officer
Grade:	Grade 12
Job evaluation reference:	CS740
Job family:	Business, Policy and Administration

Purpose and impact

1. To take overarching accountability for the Dorset Care Record's Partnership compliance with its legal responsibilities under the latest Data Protection Act 2018 (DPA), General Data Protection Regulation (GDPR), Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR) Data Protection Bill and National Data Guardian's Security Standards.
2. To operate as a dedicated, embedded information assurance specialist within the Dorset Care Record (DCR) Partnership, ensuring consistent, lawful and effective information governance arrangements across all partner organisations to ensure protection and confidentiality of personal data within the system is in line with local and national policies and procedures.
3. To support the continued development of the DCR programme by enabling safe, secure, and compliant data sharing, building confidence across partners, and maintaining public trust.
4. To act as the recognised specialist lead across the DCR Partnership for data protection and freedom of information requests, offering expert, accurate and authoritative advice and guidance to staff, elected members, partner organisations and the public to secure organisational compliance.
5. To act as the DCR Privacy Officer ensuring the privacy model for the DCR is implemented and managed appropriately and on behalf of the DCR Partnership – this includes but not limited to the daily operation of the DCR service, implementation, development, maintenance of agreed policies and procedures, monitoring compliance, investigation auditing and tracking of incidents and breaches and ensuring the rights of Dorset citizens in accordance with data legislation
6. To undertake or coordinate internal reviews and completion of required documentation relating to data protection and freedom of information requests and related compliance matters – this would include Data Protection Impact Assessments, Data Sharing Agreements, Information Asset Register and Record of Processing Activity documents,
7. To operate as the primary contact and statutory Data Protection Officer (DPO) for the Partnership in dealings with the Pan Dorset IG Group, Caldicott Guardians, Senior Information Risk Owners, Information Commissioner's Office (ICO) and other approval and regulatory authorities (providing updates or recommending approval of documentation as required).

Key responsibilities

1. Provide data protection and freedom of information advice and services to external organisations within the DCR Partnership and external suppliers under Service Level Agreements (SLAs), including any fee-based arrangements (if applicable)
2. Act as the central point of expertise for articulating the reporting information assurance risks specific to the DCR Partnership, ensuring risks are identified, assessed, and managed effectively.



3. Ensure expert, current knowledge of relevant legislation is maintained and applied, supporting consistent interpretation and application of legal requirements across multiple partner organisations.
4. Develop, implement and sustain a robust Information Governance framework that supports multi-agency working, ensuring information is handled securely, efficiently and in compliance with statutory requirements.
5. Research new and emerging Data Protection and Information Security requirements/rules and provide practical advice on their implications
6. Lead on the development, review and management of cross-organisational data sharing agreements and information sharing protocols, ensuring alignment across partners with differing governance frameworks.
7. Support and coordinate multi-partner information governance standards, audits and assurance activities across the Partnership.
8. Lead the management, investigation and resolution of complex complaints relating to data protection and freedom of information, including high-risk personal data breaches, ensuring reportable breaches are notified to the ICO as required and lead on work required to identify root causes and mitigate future risks
9. Promote strong compliance and best practice by providing presentations to inform others, as well as constructively challenging processes, behaviours or decisions that do not meet legislative or regulatory standards, including at senior levels and across partner organisations.
10. Embed 'data protection by design and default' principles across all initiatives and operational activities, including the promotion and assurance of Data Protection Impact Assessments (DPIAs).
11. Carry out audits of DCR system user activity to ensure data protection, freedom of information and publication scheme arrangements, providing guidance and recommendations to maintain compliance; this would include ensuring Role Based Access Controls are implemented and audited as intended by the Partner Organisations.
12. Design and implement mandatory and tailored training programmes in data protection and freedom of information for the DCR PMO and DCR Partnership, including delivery where appropriate, and evaluate their effectiveness.
13. Provide expert guidance on disclosure decisions, including application of exemptions and handling of sensitive or complex requests.
14. Determine appropriate disclosure levels when sharing sensitive information with external bodies such as law enforcement and regulatory authorities.
15. Advise on lawful data sharing arrangements, ensuring consistent and proportionate approaches across the Partnership to reduce risk and support service delivery (this would include patients with sensitive records due to adoption, transgender or those who have requested to be opted out of record sharing).
16. Respond to staff from across the partnership to support emergency and safeguarding access to the DCR, liaising with clinicians and Caldicott Guardian's as appropriate
17. Work closely with the Council's Corporate Assurance function and other Local Authority and NHS governance leads to maintain alignment while ensuring the distinct needs of the DCR Partnership are met.
18. Represent the Partnership at local, regional and national forums, and contribute to consultations on new strategies, policies, processes, documentation, and best practice where required.
19. Undertake project work to agreed objectives and within specified timescales.
20. Conduct routine data protection compliance checks and security inspections.
21. Support staff and managing their outputs for specific workstreams. This could lead to providing evidence to the line manager of the staff member as part of their development through the PDR process.



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Supervision and management

Reporting to: DCR Head of Service or DCR System Manager
 Responsibility for: No direct supervision but the post holder will operate within a matrix management environment and must be able to work closely with colleagues at all levels of the DCR Partnership.

Other factors

22. This role operates within a complex multi-agency partnership environment, requiring collaboration across organisations with differing governance arrangements, systems and risk profiles.
23. The post is funded through existing DCR Partnership arrangements and forms a critical element in maintaining compliance and supporting the sustainability of the programme.
24. Accountable for the appropriate use and security of computer equipment within office and training environments.
25. Responsible for the secure handling and transportation of highly confidential records and for access to key systems and personal identifiable information across the Local Authorities and NHS directorates (where applicable).
26. Work is driven by statutory and operational deadlines, requiring frequent reprioritisation to respond to changing demands and pressures.
27. Primarily home-based with assumed autonomy and extensive use of display screen equipment.
28. As a recognised expert in the field, the post holder may occasionally be required to provide advice outside normal working hours.
29. Regular engagement with staff at all levels, elected members of the DCR Partnership, suppliers and partners source system suppliers, regulators, partner organisations, service users and the public, often involving influencing decisions and challenging views where necessary.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Degree level qualification or equivalent in a relevant subject area	Application form
2. Relevant professional qualification e.g. APM PFQ, Level 3 Business Administration or relevant Information Governance/Data Protection qualifications or experience of working at this level	Application form
Experience	
3. Experience in the practical application of data protection and associated legislation	Application form
4. Excellent customer service experience	Application form
5. Experience of managing data incidents, investigations, and breaches	Application form Interview Assessment
6. Proven experience of delivering Subject Access Requests within statutory guidelines	Application form Interview Assessment
7. Previous experience of information and data auditing	Application form
Knowledge	
8. Good understanding of policy, legislation, and developments in the field of Data Protection and Information Governance (maintained through continuous professional development)	Application form Interview Assessment
9. Working knowledge of equality and diversity issues	Application form Interview Assessment
10. Good understanding of the requirements regarding minors and those lacking capacity with requests to privacy of information	Application form Interview Assessment
11. Demonstrable skills in collaboration, teamwork and problem solving to achieve goals	Application form Interview Assessment
12. Knowledge of a range of ICT systems, including Microsoft Office suite and Shared Health and Care Records	Application form Interview Assessment
13. Working knowledge of local government and healthcare organisations across the Country	Interview Assessment
Skills and abilities	
14. Project management skills	Interview Assessment
15. Ability to build and sustain good working relationships with people at all levels, both internal and external	Interview Assessment



16. Excellent oral and written communication skills, including report writing and presentation skills	Interview Assessment
17. Good listening and influencing skills with the ability to think creatively and problem solve effectively	Interview Assessment
18. Ability to present timely information in a user-friendly and understandable format to all levels	Interview Assessment
19. Ability to build up a good working knowledge of policy, legislation, and developments in the field of work relevant to the function	Interview Assessment
20. Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure or manage competing work demands, often at short notice	Interview Assessment
21. Able to demonstrate tact, sensitivity and to act impartially when dealing with a range of stakeholders and system users and to handle demanding situations	Interview Assessment
Our values	
22. Respect	Interview Assessment
23. Together	Interview Assessment
24. Accountability	Interview Assessment
25. Openness	Interview Assessment
26. Curiosity	Interview Assessment
Other	
27. Able to be flexible with an adaptable approach to work and conflicting demands and deadlines	Interview Assessment
28. Able to undertake training as required and a commitment to continuing professional development	Interview Assessment
29. Able to fulfil the travel requirements of the post and work in the office when required	Application form
30. Committed to the delivery of outputs on time.	Interview Assessment
31. Ability to fulfil the role independently when responding to emergency and safeguarding requests	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training, or registrations	Assessed through:
32. Project Management Qualification e.g. PRINCE 2	Application form
33. ECDL or equivalent IT qualification	Application form
34. Professional qualification relevant to the function	Application form
Experience	
35. Previous relevant experience in a similar function	Application form
Knowledge	



36. Understanding of budgetary management.	Application form Interview Assessment
37. Previous experience in stakeholder management	Application form Interview Assessment

Job description approval

Title	Dorset Care Record System Manager	Date	July 2026
--------------	-----------------------------------	-------------	-----------

