



## Job description

<b>Job title:</b>	Information Governance Lead	<b>Post No:</b> 016LED
<b>Grade:</b>	Band 8	
<b>Directorate:</b>	Corporate Services	
<b>Reports to:</b>	Senior Lawyer – Team Manager	

### Purpose of the job

1. To ensure the Council meets its obligations in relation to Data Protection (DPA), Freedom of Information (FOI), Environmental Information (EIR) and Records Management (RM).
2. To support the Data Protection Officer (DPO) and the Senior Information Risk Owner (SIRO) by developing and maintaining the Councils Information Governance Framework including policies procedures, good practice guidance and training.
3. To be responsible for the provision and delivery of high-quality support and advice across the Council for information governance.
4. To be able to work independently in a fast paced, (sometimes pressurised), highly confidential and/or politically sensitive environment.
5. To deliver an effective, responsive and timely service to all service areas fairly without discrimination.

### Main areas of responsibility

- Ensuring the council has robust processes in place to deal with its statutory duties in respect of FOI, DPA EIR and RM including (but not limited to);
  - To ensure processes are robust and fit for purpose enabling statutory deadlines to be met.
  - To oversee and undertake the end-to-end processes for responding to requests made under (Freedom of Information Act,

Environmental Information and Data Protection Act) to ensure statutory deadlines are met.

- To oversee and undertake the end-to-end process for responding to Subject Access Requests to ensure statutory deadlines are met.
- To oversee and ensure the records retention policy is up to date and being adhered to
- To oversee and undertake the redaction of documents for DPA and SAR requests.
- To oversee, log and co-ordinate responses to council-wide requests for information across all Council departments in accordance with the appropriate policies and legislation
- To oversee, co-ordinate and update the publication scheme;
- To oversee, undertake information governance audits and advise on and manage business change projects to improve records management in the organisation
- To oversee and undertake records management duties – auditing storage areas, reviewing software, destruction of files
- To oversee and conduct information governance reviews e.g. Information Sharing Agreements and Information Asset Register
- To provide relevant management information including the collation of performance data and updating of relevant documents where appropriate
- To oversee and ensure the Council's publication scheme is up to date
- To provide complex and detailed advice on and draft applicable exemptions / exception letters
- To review and advise on data protection impact assessments and information sharing agreements
- To support the Data Protection Officer by investigating suspected breaches of data protection
- To collate statistics and prepare reports for the Senior Leadership Team and Members (where appropriate).
- To maintain regular contact with other services, residents and partner agencies to ensure statutory deadlines are met
- To monitor and report on information, activities and compliance relevant to each of the service areas

- To maintain and develop electronic information systems including data bases and filing structures using corporate systems.
- To be flexible and able to perform under pressure
- To ensure training is delivered so staff have the knowledge to understand their responsibilities in respect of Information Governance
- To ensure excellent performance in information management including producing reports and providing data for performance management reporting.
- To carry out duties efficiently and effectively in respect of information governance
- To keep up to date with changes to legislation and be able to interpret, apply and cascade the changes to ensure all policies and procedures are fit for purpose
- To be able to work independently in a highly pressurised environment

## **Values**

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

## **Health and Safety**

To ensure high standards of health and safety and well-being of yourself and others are maintained in accordance with Council policy.

## **Equality**

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff.

We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

You will be required to promote the Council's Equality and Diversity Policy to ensure service provisions and employment practices are non-discriminatory

## **Other**

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



## Person specification

### Qualifications

- General standard of education to A-level or equivalent level including Maths and English and significant information governance experience or
- Information governance qualification and information governance experience

Comprehensive administration experience

Developed organisation and time management skills

Knowledge and understanding of Council policies and relevant legislation including Data Protection Act, General Data Protection Regulation, Freedom of Information Act, Environmental Information Regulations, Re-use of Public Sector Information, RIPA etc.

Ability to communicate effectively in writing and orally.

Ability to interpret legislation

Confidence in dealing with officers at all levels of the organisation including the Senior Leadership Team.

Flexible attitude and able to perform under pressure with the ability to use initiative and act independently

Developed working knowledge of Microsoft Office suite applications.

Understanding of and commitment to Health and Safety legislation and guidance