**Job Description**

**Information Governance Officer**

**Role Profile** Specialist Grade 3 (SG03)

**Service/Team** Legal & Democratic / Information Governance Team

**Reports to** Head of Information Governance

**Responsible for** N/A

**Number of posts** 3

**Post number** - - - - -

**Career Grade** SG03 – SG01 (to Senior Information Governance Officer)

**Job Overview**

**My job improves the quality of life for the people of Bournemouth and Poole by…** ensuring that the Councils understand and adhere to information rights law and respect the rights afforded to individuals under privacy and access legislation.

Develop and support the Councils’ information governance function and deliver a robust and comprehensive information governance framework, so the Councils, their staff and Members are enabled to achieve their objectives within the legal framework relating to information law.

**Key Responsibilities**

* Fully deputise for the Head of Information Governance (HoIG) in regard to the access regimes under freedom of information, environmental information and data protection legislation, by ensuring the development, implementation and maintenance of

policy, procedures, processes and guidance to ensure the Councils comply with the access requirements of information law.

* Provide advice on requests for information, including complex requests where exemptions/exceptions may apply to disclosure and directly respond to internal review requests and/or the Information Commissioner’s Office in regard to complaints it may receive, so the Councils apply the law fairly and lawfully.
* Provide procedural and operational advice on all aspects of information governance, including information security and information records management, so the Councils manage their information assets effectively and mitigate security risks.
* Deliver a comprehensive training awareness programme, so the Councils’ staff are equipped to act within the law.
* Deliver, develop and maintain information governance performance management information (including statutory registers), so the Councils comply with the law and are informed about potential information governance risks.
* Encourage and promote the publication of information that should be made public, so the Councils comply with the transparency requirements of information legislation.
* Support the development and maintenance of the information governance accountability framework ensuring effective partnership working with all Councils’ officers who have specific roles within the framework, so that Councils’-wide accountability for information governance is understood and applied.
* Support senior management in the application of the information governance function, by administering and, where necessary, attending the Information Governance Board and ensuring actions are recorded, monitored and progress chased.

**Specific Qualifications and Experience**

* Previous experience of working within a specialist information governance environment and knowledge of primary information rights legislation, e.g. Freedom of Information Act, Data Protection Act.
* Experience of delivering training
* Desirable to have an ISEB qualification (or equivalent) in DPA and/or FOIA.
* Desirable to have experience of publishing information to websites/intranet sites.

**Personal Qualities & Attributes**

* Excellent attention to detail and accuracy with the commitment to complete tasks effectively
* Ability to think creatively and design and format web-based guidance material to best effect for both staff and the public
* Good self-motivational skills and ability to work independently to meet deadlines
* High level of resilience, attention to detail, emotional intelligence, calm under pressure

**Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.