Job Description

Job Title: Information Governance Officer

Faculty/ Directorate: Corporate Services

Grade: 5

Full time Permanent

	Duties of the role
Overall purpose of the role	The Information Governance Officer is a member of Corporate Services and will work with managers and colleagues within the directorate and across the University to ensure that the University is compliant with its obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018), the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR), and other applicable legislation and best practice. The responsibilities of this role encompass: 1. Advising on, monitoring and developing information governance across the university. 2. Ensuring DMU understands and complies with all applicable legislation and regulation relating to information governance. 3. Acting as a subject matter expert regarding all aspects of information governance, including Data Protection, Freedom of Information and Records Management. 4. To deputise for the Information Governance Manager if unavailable. 5. Handling of requests made under specific legislation, including Subject Access and Freedom of Information requests. 6. Monitoring of information governance risks and incidents by investigating personal data breaches and undertaking audit and improvement work as required.

Main duties and responsibilities	1. To work with and advise senior management and decision makers across the University to ensure the University complies with its obligations under the UK GDPR, DPA 2018, FOIA and EIR, including responding to Freedom of Information, Subject Access and similar requests, and including providing guidance on, and approving, Data Protection Impact Assessments (DPIAS) within a set framework as well as helping to embed privacy by design and default. 2. To support the university's arrangements for compliance with UK GDPR, including development of good practice and efficiency. This will involve assisting with the development, implementation and continuous improvement of policy, training and awareness, technology, processes and reporting 3. Assist colleagues in investigating breaches of the above Acts and the production of reports to relevant committees. 4. To assist in the development and implementation of workplans to meet service objectives across the full range of subject matter expertise, including the development and review of relevant university-wide policies, standards, governance processes, and performance measures. Ensure that these are aligned to the corporate governance framework, meet legislative requirements and good practice standards. 5. To manage Subject Access (and associated rights) Requests under Data Protection legislation from receipt to completion, applying appropriate escalation to the Information Governance Manager within a set framework where necessary. 6. To manage requests made under Freedom of Information legislation from receipt to completion, applying appropriate escalation to the Information Governance Manager within a set framework where necessary. 7. To provide guidance on, and help with the completion of, Data Protection Impact Assessments before approving them, applying appropriate escalation to the Information Governance Manager within a set framework where necessary. 8. To maintain and monitor the university's retention schedule, Record of Processing Activities (RoPA), Information Asset Register and to advise on records management issues generally. 9. To maintain and monitor the university's Publication Scheme. 10. To act as a subject matter expert and respond to general queries from staff at all levels relating to Information Governance matters. 11. To support the Information Governance Manager and Data Protection Officer as required in escalating internal reviews of both FOI and SAR decisions, and in supporting responses to the ICO. 12. To maintain up to date expertise through research, training and continuous development in order to undertake the role of subject matter expert in relation to: UK GDPR, DPA 2018, FOIA, EIR and Records Management. 13. To produce reports and identify trends in number/nature of requests and breaches as required.

	14. Help build staff and student awareness through information, advice and training of the importance of effective records management and information governance practice in relation to risk management, business advantage and personal data security. 15. Identify and manage health and safety risks according to the University's policies and procedures. 16. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. 17. Perform any other duties commensurate with the job grade as reasonably required from time to time. 18. Promote and exhibit DMU values and be a role model for the university's code of conduct. 19. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Educated to degree level or equivalent qualification or equivalent experience	Essential		✓			✓
	Relevant professional information governance qualification or equivalent professional experience	Essential		✓			✓
Previous Work Experience	Significant experience in at least one defined area of information Governance (data protection; freedom of information; records management) and of applying related legal and/or regulatory requirements in that area	Essential		✓	✓	✓	
	Experience of implementing policy, guidance and strategy to meet information governance requirements	Essential		✓	✓		
	Experience in providing professional advice to senior managers in a complex organisation of significant size	Essential		✓	✓		
	Experience in managing investigations, regarding data breaches, including the conduct and decisions of individuals	Desirable		✓	✓		
Specific Knowledge/Skills/ Abilities/ Motivation/ Attitude Required	Extensive knowledge of statutory and regulatory requirements in at least one of: Data Protection Act 2018/UK General Data Protection Regulation; the Freedom of Information Act 2000 and Environmental Impact Regulations; Records Management good practice	Essential		✓	✓	✓	
	High level of personal integrity with the ability to handle confidential and otherwise sensitive matters professionally and with the appropriate level of judgement and maturity	Essential		✓	✓		
	Confident and capable IT user including Microsoft Office 365 packages and Adobe Acrobat (used for redaction)	Essential		✓	✓	✓	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Excellent written and verbal communication skills, including the ability to: a) communicate with technical and non-technical audiences and with individuals at all levels, both internally and externally. b) Provide a high quality of customer service to all stakeholders, both internal and external. c) train, mentor, and coach a wide range of staff to meet the changing needs of the University d) influence and focus people to achieve agreed corporate goals and compliance with relevant legislation.	Essential		✓	✓	✓	
	An ability to work cooperatively within a small team to achieve common goals and deliverables.	Essential		✓	✓		
	Strong analytical and problem-solving skills with the ability to apply flexible and innovative approaches to problem resolution.	Essential		✓	✓		
	An appreciation of working practices and demands applied in the HE sector.		Desirable	✓	✓		
Additional Requirements	Commitment to equality and diversity	Essential		✓			
	Commitment to sustainability	Essential		✓			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**