

Job Description

Post Title:	Data Protection and Information Governance Officer	Grade:	8
Post No:			
Directorate:	Governance and Business Support	Section:	Governance
Responsible to:	Head of Governance and Business Support	Responsible for:	N/A
Location:	Civic Centre, Breck Road		

Overall Job Purpose:

Supporting the Head of Governance and Business Support and the Data Protection Officer in ensuring compliance to data protection, freedom of information, transparency legislation and other information governance policies. The postholder will also be a named Deputy Data Protection Officer.

Key Tasks & Responsibilities:

- To process and coordinate information requests across the council, including but not limited to, subject access and freedom of information and to ensure transparent and effective processes are in place ensuring statutory deadlines are met.
- Investigate complaints regarding breaches of data protection and freedom of information and recommend and implement remedial actions to the DPO.
- Advising and training council officers and Elected Members on all aspects of information governance, records management and retention to ensure compliance with GDPR and Data Protection legislation.
- Assisting the DPO in developing and delivering the council wide strategy on information governance, ensuring it is compliant with legislation and implementing any changes as they happen including mitigating any risks. This will involve developing new policies, updating procedures and internal guidance when necessary.
- Reviewing contracts, data sharing agreements and data privacy impact assessments and providing advice and guidance on their content.
- Provide written or verbal reports to the DPO, Information Commissioner and the Audit and Standards Committee as required.
- Lead on carrying out data protection audits to monitor and evaluate processing activities and ensure they comply with statutory regulations and council policies and procedures.

- Champion and promote the highest standards of information and records management practice, and compliance in line with legislative requirements, council policy and best practice.
- Work with officers across the council to ensure compliance with the council's obligations in respect of the Publication Scheme and Transparency Regulations, and develop a corporate approach to Open Data.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- There will be an expectation that they postholder will complete the Practitioner's Certificate in Data Protection in the first instance.

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: J Billington

Date: February 2024

Post Holder Signature:

Date: