

## Person Specification

POST:	Data Protection and Information Governance Officer	GRADE:	8
DIRECTORATE:	Resources	POST NO:	

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
A good level of general education / Educated to degree level.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Evidence of continuing professional development.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Data Protection or Information Governance qualifications.	<b>DESIRABLE</b>	<b>Application/Interview</b>

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
A good working knowledge of the Data Protection Act, GDPR, and the Freedom of Information Act 2000 at a theoretical and practical level, gained through experience of working in a similar environment.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Computer literate and familiar working with Office 365, Excel and Word.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Effective personal communication and presentation skills, both verbal and written.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Good organisational skills and the ability to meet statutory and legal deadlines.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Knowledge of the Publication Scheme and Transparency Regulations, and a sound understanding of the importance of Open Data.	<b>DESIRABLE</b>	<b>Application/Interview</b>

<b>EXPERIENCE</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Providing advice and guidance on all aspects of data protection and information governance, including records management, data classification and data loss prevention.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Monitoring and ensuring compliance to data protection and information governance policies or procedures in a similar environment and ensuring compliance to any statutory or legal / legislative requirements in respect of the data protection act, GDPR and FOI.	<b>DESIRABLE</b>	<b>Application/Interview</b>
Providing written and/or verbal reports to both internal and external stakeholders and regulators e.g the Audit and Standards Committee, Corporate Management Team, the Data Protection Officer and the Information Commissioner.	<b>DESIRABLE</b>	<b>Application/Interview</b>
Experience in the development, review and issuing of Data Sharing Agreements, Data Privacy Impact Assessments, privacy policies and other data protection policies and procedures.	<b>DESIRABLE</b>	<b>Application/Interview</b>
Working in a similar environment where an exceptional level of confidentiality is required.	<b>ESSENTIAL</b>	<b>Application/Interview</b>
Experience of investigating data incidents and giving advice and guidance on any remedial action necessary.	<b>DESIRABLE</b>	<b>Application/Interview</b>
Tailoring and delivering training to a variety of audiences.	<b>DESIRABLE</b>	<b>Application/Interview</b>

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application Form/ Interview/Test)</b>
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no	<b>ESSENTIAL</b>	<b>References</b>

underlying medical reason for the absence)		
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	<b>ESSENTIAL</b>	<b>Application Form/Interview</b>
Completion of any required Data Protection training.	<b>ESSENTIAL</b>	<b>Application Form/Interview</b>

<b>COMPETENCIES</b> <b>(All competencies listed are essential to the post)</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application Form/Interview/Test)</b>
<b>Working Collaboratively</b>	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
<b>One Team One Council</b>	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

PREPARED BY: J BILLINGTON	DATE: FEBRUARY 2024
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability