



Coventry City Council

Job Description

Job Title:	Information Governance Officer	Job Number:	PD 1598D
Service:	Information Governance	Post Number:	
Location:	Council House	Grade:	6

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To undertake the activities required to support the Head of Information Governance in ensuring that the Council's responsibilities in the following areas are being met:

- Data Protection Act 2018
- General Data Protection Regulation (UK GDPR)
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Corporate Records Management
- Information sharing
- Re-use of Public Sector Information
- Privacy legislation such as the Human Rights Act 2000 and Regulation of Investigatory Powers Act 2000
- Any other duties or responsibilities that may arise from future legislation regarding information governance.

Main Duties and Responsibilities:

1. To support the Head of Information Governance in the provision of information to individuals to comply with the appropriate legislation.
2. To establish and maintain the records and documentation required to ensure compliance with the appropriate legislation for information governance.
3. To liaise with the information owners to ensure that deadlines are met and to alert the Head of Information Governance and the Data Protection Officer of any issues of concern which would affect the Council's ability to fulfil its duties in respect of individual's rights to information.
4. To prepare responses to requests for information having ensured that any necessary exemptions, exceptions, redactions and approval processes have been properly applied.
5. To provide advice and guidance on information governance queries.

6. To process data breaches reported to Information Governance in liaison with Information Asset Owners (IAOs), ensuring the Data Breach log is accurate and that remedial action is implemented and recorded and providing support to IAOs in the investigation process.
7. Process Subject Access Requests, including carrying out redaction, within the statutory timescales and notify the Head of Information Governance and/or the Data Protection Officer of any issues around meeting these.
8. Maintain strict confidentiality and impartiality when handling highly sensitive and sometimes distressing information in the process of preparing documents for Police disclosure and SARs.
9. Support the process of identification and implementation of Data Sharing Agreements. Log on the DSA register, offer assistance and guidance, chasing up drafts, checking draft agreements to enable sign off.
10. Carry out spot checks, monitoring data protection and security compliance across the organisation.
11. Support the Head of Information Governance in conduct and responding to reviews and ICO complaints.
12. Maintain and update the Council's Publication Scheme, the Disclosure Log and information governance advice on the internet and the intranet.
13. Ensure that the Information Governance service is accessible to customers with diverse language or capability needs.
14. To support the Head of Information Governance in ensuring that Elected Members and Council Officers are aware of their obligations with regard to information governance.
15. To support the Head of Information Governance with the improvement and development of the information governance service.
16. To monitor performance and collate any information required for audit and reporting purposes. To work with the Head of Information Governance to implement any remedial actions arising from audit and other relevant reports.
17. Maintain own knowledge of current and emerging legislation, regulations, standards, guidance and best practice in relation to information governance.
18. Deputise for the Head of Information Governance and represent the team and Council at internal and external meetings and liaison groups as required.
19. Maintain positive relations with neighbouring authorities and partner agencies.
20. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Head of Information Governance

Date Reviewed: August 2018

Updated: February 2022



Coventry City Council

Person Specification

Job Title:	Information Governance Officer	Job Number:	P1598D
Directorate:	Place	Post Number:	
Service:	Information Governance	Grade:	6
Location:	Council House		

Area	Description
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Knowledge:	<input type="checkbox"/> Knowledge of the issues, concepts and application of the Data Protection Act 2018, GDPR, the Freedom of Information Act 2000, Environmental Information Regulations 2004 and any other legislation relating to an individual's right to information.
	<input type="checkbox"/> Knowledge of the issues, concepts and requirements of managing information including the wider issues such as privacy legislation.
	<input type="checkbox"/> Knowledge of the legal and regulatory environments governing obtaining, holding, recording, using and storing records in all physical and electronic formats.
	<input type="checkbox"/> Understanding of, and commitment to, equal opportunities.

Skills and Abilities:	<input type="checkbox"/> Demonstrable skill in the use of spreadsheet, word processing and presentation packages.
	<input type="checkbox"/> Highly developed oral and written communication skills.
	<input type="checkbox"/> Ability to work as part of a team, developing and maintaining constructive working relationships.
	<input type="checkbox"/> Good inter-personal skills with the confidence to deal with senior colleagues and customers.
	<input type="checkbox"/> Excellent time management skills and the ability to work in a high pressure environment and manage own workload to meet statutory deadlines.
	<input type="checkbox"/> Ability to analyse numerical, performance and written information to draw conclusions and present findings in a report or presentation format to a range of audiences.
	<input type="checkbox"/> Ability to maintain confidentiality as standard working in an information protection and security focussed team.
	<input type="checkbox"/> Ability to sustain neutrality and a level of detachment when processing information of a sensitive nature.

Experience:	<input type="checkbox"/> Significant experience in the field of information governance.
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Educational:	<input type="checkbox"/> A good standard of general education, including qualifications in English and mathematics.
	<input type="checkbox"/> Hold or be willing to obtain a relevant professional qualification in information governance.

Special Requirements:	<input type="checkbox"/> None
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Date Reviewed: August 2018

Updated: February 2022