



Role Profile

This section provides key information relating to the role

Job Title:	Governance and Policy Officer [Politically Sensitive Post]		
Post No:	P00048	Grade:	H
Team:	Governance Services	Location:	Campus East
Responsible to:	Governance Services Manager		
Responsible for:	Information Governance Officer		

Overall job purpose:

The post holder will ensure that the council's many and varied governance policies are continuously kept up to date in line with current legislative and regulatory requirements and are communicated, implemented and monitored throughout the council. They will also be responsible for designing and delivering educational resources to inform Councillors and Officers on statutory duties and requirements in relation to governance, access to information, whistleblowing, and other constitutional and governance matters.

Key areas of focus:

1.	Managing the Council's statutory obligations in respect of GDPR including notification of processing to the Information Commissioner; compliance with the Data Protection Principles and securing individual's rights under the Regulations.
2.	Maintaining an up-to-date knowledge of and advising on relevant legislation and general developments in data protection and related matters.
3.	Ensuring that appropriate security arrangements exist to protect information, including where necessary that suitable contracts are drawn up relating to the processing of Council information by third parties.
4.	Investigating and resolving complaints made in relation to the handling of person information in relation to data protection.
5.	Liaising on all data protection matters with senior officers, when necessary, to provide guidance and support on governance matters
6.	Leading on the council's governance and information access work, proactively researching, formulating, producing and monitoring policies and procedures as required. Ensuring the Council's key governance policies are in line with current legislative and regulatory requirements and regularly updated, communicated and implemented throughout the council. This includes arranging and delivering any necessary training and ensuring regular reporting to the senior management team, relevant committees and outside bodies.

7.	Working closely with Council officers to ensure there is proper integration between access to information and data protection regimes. Leading on statutory records management across the council including the regular updating of the Council's Publication Scheme and Data Retention Schedule.
8.	Monitor and lead investigations relating to Whistleblowing at the Council
9.	Proactively liaising as necessary with the public, statutory bodies, all officers of the council and Councillors on committee and governance procedures and the wide variety of other subjects relevant to the responsibilities of this role. Conversing at ease in accurate spoken English
10.	Coordinating, compiling and reporting the Council's Annual Governance Statement, Management Assurance Statements and related documentation.
11.	Conducting research as required to enable the performance of this role and keeping up to date with necessary training through a scheme of continuous professional development.
12.	Line managing the allocated staff, ensuring the necessary support, mentoring and management oversight is provided in an effective and timely way.
11.	Any other duties that are commensurate with the level and grade of this post and as instructed by the Governance Services Manager.
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to GCSE level 4 or equivalent in Maths and English	x		AP
Experience of working within or with a Local Authority	x		AP
Experience of working in a regulatory role	x		AP
Practical experience of working with local politicians		x	AP
Proven experience in a governance role	x		AP/IN
Knowledge			
Working knowledge of the democratic decision-making process	x		AP/AS/IN
Understanding of Freedom of Information, Data Protection, Whistleblowing	x		AP/AS/IN
High level of IT literacy. Confident and competent in use of Word, Excel and Outlook and other systems relevant to the role	x		AS
Political awareness and knowledge of when things can and cannot be shared with politicians and the public	x		AS/IN
Skills and abilities			
Excellent time management and ability to work to tight statutory and other deadlines	x		AS/IN
Proven organisational skills and capability of prioritising multiple conflicting tasks	x		AS/IN
Quick learner: able to pick up new tasks and ways of working as they come along.	x		IN
Ability to develop and maintain positive working relationships with colleagues, senior managers, Councillors, external partners and other key stakeholders.	x		IN
Management skills, to include the ability to embrace change, promote excellent teamwork and challenge poor performance	x		IN
Motivational skills to help achieve service excellence, modernisation and other organisational values and objectives.	x		IN

Excellent written and verbal communication skills with the ability to tailor towards a range of audiences, including through reports and presentations.	x		AP/AS/IN
Meticulous attention to detail with the ability to proofread complicated documents often at short notice	x		AS/IN
Other attributes			
Maintains diplomacy, discretion and tact at all times; especially when dealing with sensitive situations and information	x		AS/IN
Confident working and speaking in public, including live webcast meetings	x		IN
Good team player with a can-do attitude; embracing and responding positively to change	x		IN
Able to work calmly in a busy, political environment	x		IN
Ability to work outside of normal office hours including at short notice and as required	x		AP/IN

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.