

Role Profile

This section provides key information relating to the role

Job Title:	Information Governance Officer [Politically Sensitive Post]		
Post No:	P01746	Grade:	F
Team:	Governance Services	Location:	Campus East
Responsible to:	Governance and Policy Officer		

Overall job purpose:

As part of the governance team the post holder will be responsible for coordinating compliance activities in relation to information governance across the council providing guidance to officers and elected members. As the council's lead for freedom of information/access to environmental information the post holder will be required to evaluate statutory requests and personally make decisions on whether to release or refuse to release information.

Key areas of focus:

1.	As the Council's designated Freedom of Information (including Environmental Information Regulations) Officer; coordinating receipt and responses to requests for information within statutory timescales and taking decisions on information release/application of exemptions.
2.	Coordinating FOI reviews and appeals and liaising with the Information Commissioner's office. Ensuring compliance with statutory KPIs and the requirements of the Transparency Code and reporting on the Council's performance in this area.
3.	Providing comprehensive support to all aspects of the Council's information governance activities.
4.	To organise, host and administer Interview Review meetings, both physical and virtual, in order that they can always proceed in a satisfactory, timely and lawful way. Keeping up to date with any new working practices that may impact on the way meetings are held.
5.	To ensure effective and close working relationships with Council Members, Directors, senior officers and within the Governance Services team are established and maintained.
6.	To ensure confidentiality where appropriate or required by legislation, and to demonstrate sound political awareness in all duties.
7.	To undertake special projects and research as directed by the Governance Services Manager to support the wider work of the team.
8.	Provide support to the Council's Data Protection function.
9.	As required, assist with preparation and delivery of Annual Council.

10.	To provide responses to initial enquiries regarding members registers of interest forms. To maintain up to date records of the forms and publish as required on the Council's website.
11.	To deal with enquiries from other service areas, members of the public and elected Members by email, letter, telephone and through face-to-face contact.
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.
14.	Any other duties that are commensurate with the level and grade of this post as instructed by the Governance Services Manager & the Governance and Policy Officer.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to GCSE Grade 4/C in Maths and English or equivalent	x		AP
Experience in a governance role	x		AP/AS/IN
Knowledge			
IT literacy: competent in the use of Word, Excel and Outlook and other systems relevant to the role	x		AS
Skills and abilities			
Good time management and ability to work to deadlines	x		AP/AS/IN
Quick learner: able to pick up new tasks and ways of working as they come along	x		IN
Good attention to detail	x		AP/AS/IN
Ability to develop good working relationships	x		IN
Other attributes			
Good team player with a can-do attitude; embracing and responding positively to change	x		IN
Ability to work outside of normal office hours including at short notice and as required	x		AP/IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

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.