JOB DESCRIPTION
Information Governance Officer
Vacancy Ref: N2411

Job Title: Information Governance Officer
Present Grade: 5S

Department/College: Strategic Planning and Governance

Directly responsible to: Information Governance Manager
Supervisory responsibility for: N/A

Other contacts
Internal: Strategic Planning and Governance colleagues; Professional Service and Departmental contacts; Students and graduates
External: Public information requesters; external regulatory bodies; colleagues in other Higher Education Institutions

Role purpose
To support the Information Governance Manager to:
- ensure institutional compliance with information legislation, particularly in response to Freedom of Information (FoI) requests and Subject Access Requests (SAR);
- ensure the University’s ongoing compliance with the General Data Protection Regulation (GDPR);
- communicate the requirements of compliance and develop understanding across the University;

Major duties
1. To co-ordinate and create responses to FoI and SAR requests under the requirements of the Freedom of Information Act & the Data Protection Act, including logging requests, information collation and drafting responses, through liaising with colleagues as required.
2. To support the Information Governance Manager in the University’s ongoing compliance with GDPR, including the development of good practice to ensure efficiency in compliance. This will involve supporting the maintenance and development of systems, policies and procedures and communicating best practice guidance to staff using a variety of methods.
3. To develop, where required, and maintain information management and record-keeping systems related to areas of responsibility, in particular for FoI and SAR requests.
4. To engage with University staff in order to provide advice and guidance relating to information governance issues.
5. To create and prepare reports on activities.
6. To escalate issues and complex enquiries to the Information Governance Manager in a timely fashion.
7. To undertake project work in relation to information governance, where other duties permit.
8. To provide secretarial support to relevant working groups/committees.

Other
9. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act/ General Data Protection Regulation.
10. Adherence to appropriate Health and Safety policies and University regulations/policies.

11. Such other comparable duties as may be required by the Director of Strategic Planning and Governance, Head of Governance Services, or the Information Governance Manager.