

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Information Governance Officer

POST:	Information Governance Officer
SALARY:	NJC Point 23
ACCOUNTABLE TO:	Quality and Performance Manager
RESPONSIBLE FOR:	N/A

ORGANISATIONAL EXPECTATIONS:

Inspire North aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Inspire North is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Inspire North at all times.

OUTLINE OF POST:

The Information Governance Officer is responsible for ensuring that Inspire North remains compliant with Information Governance regulations and standards, including the Data Protection Act, Data Security and Protection Toolkit and Cyber Essentials Plus.

Using specialist knowledge, the post holder will provide a focal point for Information Governance advice and support including, information sharing, data protection impact assessments confidentiality agreements, training, information risk management, policies and procedures.

MAIN TASKS:

1. Provide advice and guidance across the Inspire North Group of Information Governance, policies, procedures and legislation.
2. Support the Information Governance Lead to ensure the Information Governance Framework is reviewed and updated (guided by legislation, ICO and DSP Toolkit standards).
3. Lead the transition of the Organisations Information Governance Framework onto the Information Sharing Gateway.

4. Provide feedback to the SIRO where significant or high information risks exist so they can be appropriately managed.
5. In line with NHS DSP Toolkit requirements, support the process of analysing of all data flows in the organisation by engaging Information Assets Owners.
6. To lead on assigned areas and support the overall completion of the NHS DSP Toolkit by co-ordinating with the various other leads. In doing so, providing the required evidence, and using specialist knowledge to implement action plans, where necessary, ensuring Inspire Norths compliance.
7. To support the System Lead with the completion of Cyber Essentials Plus. In doing so, providing the required evidence, and using specialist knowledge to implement action plans, where necessary, ensuring Inspire Norths compliance.
8. Be a member of Inspire Norths Information Assurance Group, providing them with specialist advice and comment on all relevant areas.
9. Collate quarterly Information Governance reports for sub-committees.
10. Ensure the data protection impact assessments are completed and reviewed as necessary and present the findings to the Information Assurance Group. This includes liaison with relevant service or project managers to identify information risks.
11. Review audits in relation to Information Governance through the analysis of information and reporting findings to the Information Assurance Group.
12. Raise awareness of the importance of Information Governance throughout Inspire North through the Information Governance Framework and sharing of best practice across the group.
13. Support the design and development of training and awareness of Information Governance.
14. Oversee and administer the Subject Access Request (SAR) process in relation to clients and maintain and update the SAR.
15. Ensure Information Governance expectations are integrated into bid development activities, providing tender responses to support bid writing and advising on any requirements. Furthermore, ensuring Privacy Impact Assessments are conducted during the bidding requirements or revised service delivery models in line with Data Protection requirements.
16. Maintain awareness of evolving legislation, national guidance, and best practice to ensure the Information Governance Framework works alongside employees in delivering high quality services.
17. Support the Information Governance Lead, Caldicott Guardian and SIRO with various duties.

18. Support investigations into breaches and make recommendations for improvement to existing practice.
19. Adhere to and keep up-to-date with policies, guidelines, procedures and practices.
20. Participate in regular supervision, team meetings and other meetings as required.
21. Represent Inspire North in a knowledgeable and professional manner at all times.
22. Maintain appropriate professional boundaries at all times.
23. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
24. Partake in Inspire North's Personal Development Review system.
25. Any other duties commensurate with the grade and level of responsibility of this post.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North.

Person Specification

Information Governance Officer Quality and Performance

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate confidence and the ability to work independently and know when to challenge information and escalate issues	✓		A, I
Knowledge & Skills	Essential	Desirable	
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook, Access	✓		A, E
Strong problem solving and analytical capability and confidence in dealing with, and effectively interpreting and communicating organisational information	✓		A, I, E
A working knowledge and understanding of Data Protection, Caldicott Principles and Information Governance Standards.	✓		A, I

The ability to work flexibly and collaboratively as part of a team and develop effective working relationships at all levels.	✓		A, I
Methodical, with outstanding organisation, planning and administrative skills	✓		A, I, E
Ability to prioritise, work calmly under pressure and meet tight deadlines	✓		A, I
Strong written and verbal communication skills, with keen attention to detail	✓		A, I
The ability to use your own initiative to identify opportunities for continuous improvement.	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
A second Language e.g. Urdu, Polish, BSL		✓	A
Information Governance/ Data Protection Qualification		✓	A
Experience	Essential	Desirable	
Substantive experience of working with data protection, legislation and ICO requirements	✓		A, I
Substantive experience of handling sensitive confidential information	✓		A, I
Substantive experience of preparing and presenting board level reports			
Experience of conducting audits	✓		A, I
Experience of being a service user, carer, or working/volunteering in our field of work		✓	A