

## Job Description

<b>Service:</b>	Legal and Democratic Services		
<b>Team:</b>	Information Governance Team		
<b>Location:</b>	County Hall, Preston		
<b>Salary range:</b>	£39,513- £44,711	<b>Grade:</b>	9
<b>Reports to:</b>	Information Governance Manager	<b>Staff responsible for:</b>	0

### Job purpose and scope

- To provide support services, advice and training, at a level commensurate with accountabilities and responsibilities set out in the grade profile, in any of the service areas of Information Governance
- To manage information security incidents and GDPR/DPA 2018 compliance to protect the integrity and confidentiality (security) of information controlled by the council

### Accountabilities/Responsibilities

- To provide information governance advice and guidance and internal support services and training across the council.
- To provide technical support and guidance within the council's Information Governance Team.
- Supporting the Information Governance Manager, DPO and SIRO in developing and implementing policy across the council.
- To represent Information Governance on council projects involving the security of information being processed across the council.
- To manage security incidents in accordance with council policy and legal obligations under Art. 33 and Art 34 GDPR
- To promote compliance with Art. 5 (1) (f) GDPR - "Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')
- To liaise with the Information Commissioners Office with regards to data breach reporting and management

### Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

### Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- 4 GCSEs
- Formal Information Governance Qualification
- Degree or professional qualification in an appropriate discipline\*

### Experience

- Substantial experience of providing technical assistance and specialist legal advice within an Information Governance environment (minimum 3 years)
- Substantial experience contributing to Information Governance change projects
- Experience of incident management or information security investigation\*
- Experience working in a complex large organization\*
- Experience of writing policies and procedures in relation to information governance\*

### Essential knowledge, skills & abilities

- Ability to communicate effectively both with internal and external stakeholders verbally and in writing.
- Ability to work accurately and with attention to detail under pressure and to deadlines
- Experience of working with the Data Protection Act, UK General Data Protection Regulation, Freedom of Information Act, Environmental Information Regulations and other associated legislation
- Ability to provide effective information governance advice and to exercise discretion at all times
- Ability to work without detailed supervision
- Ability to work with stakeholders on information security issues and investigations.

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.