

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Information Governance Officer	JEID	L0167
Salary Grade:	Grade I		
Team:	Information Management		
Service Area:	Governance and Policy		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Information Governance Team Lead		
Responsible for:	Responding to information requests and supporting the Information Management service		

Role Purpose

The role supports the council's policy to be open and transparent whilst protecting the rights of vulnerable people. In particular, the role will assist the authority in maintaining compliance, effectiveness and efficiency when dealing with requests for information made under the Freedom of Information Act, Environmental Information Regulations and Data Protection legislation.

Role Responsibilities

- To promote compliance with council Information Management standards, including Data Protection and information access legislation, information sharing, records management and information security
- To log and actively monitor requests and to provide regular reports to senior managers on compliance
- To contribute to the development and delivery of formal training sessions and planning awareness sessions for staff, in respect of information topics
- To provide advice and guidance to social care staff at all levels of the organisation on their duties and responsibilities under information legislation
- To offer an advisory and support service to staff responding to requests for information including complex or sensitive information requests
- To respond directly to subject access requests and disclosures for personal information
- To support operational teams on subject access requests and disclosures in current cases where

specialist expertise is required, or in cases of particular complexity or sensitivity

- To collate information from relevant sources and respond directly to Freedom of Information/Environmental Information requests
- To maintain an awareness of current legislation relevant to Information Governance
- To comply with all relevant statutory and council's policies and procedures
- To be responsible for electronic archived social care files, subject access and information requests
- To deputise for the Information Governance Team Lead in their absence, to delegate work and supervise other team members
- To undertake any other duties as may be required by their manager, and other duties that the County Council shall from time to time determine
- To ensure that health and safety responsibilities are carried out in accordance with the councils Health and Safety policy and procedures

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Degree or recognised professional qualifications in information governance, and a minimum of three years professional experience working within an Information Management/Governance function.	A,I,D
Knowledge, understanding and application of the Data Protection Act, General Data Protection Regulation, Freedom of Information Act and Environmental Information Regulations	A,I,P
Experience of the working of information management/governance in public sector organisations and implications for health and social care	A,I,P
Experience of providing information and advice including the ability to communicate complicated, and very sensitive information with varied audiences in person, on the telephone and in writing	A,I,P
Ability to work under a very high degree of pressure, including meeting unpredictable deadlines, dealing with conflicting demands and priorities, using your own initiative to respond independently to difficult situations, and organising your own workload	A, I
Ability to cope where there is a very high emotional demand from the work being undertaken, the content of information and individuals	A,I
Commitment to continuous learning and professional development	A,I,D
Personal commitment to providing a quality customer-based service	A,I
The ability to travel to any of the council office	A
Knowledge, understanding and application of Caldicott Standards and confidentiality	A,I

issues for health and social care.	
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Desirable Criteria

Assessed By:

Experience of local authority and social services practice or administration	A, I
Experience in delivering training/awareness courses.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to	<input type="checkbox"/> Regular work with respiratory irritants/ allergens

noise above action levels)		(exposure to dust, fumes, chemicals, fibres)	
<input type="checkbox"/> Work requiring respirators or masks		<input type="checkbox"/> Work with vibrating tools/ machinery	
<input type="checkbox"/> Work involving food handling		<input type="checkbox"/> Work with waste, refuse	
<input type="checkbox"/> Potential exposure to blood or bodily fluids		<input checked="" type="checkbox"/> Face-to-face contact with members of the public	
<input checked="" type="checkbox"/> Other (please specify):	High emotional demand dealing with vulnerable adults and very sensitive information about their care as a child or adult		