

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 Rights Officer	JEID	R0247
Salary Grade:	G		
Team:	Information Governance		
Service Area:	Legal and Democratic		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Information Rights Manager		
Responsible for:	Information rights access for the public, stakeholders and partners		

Role Purpose

The role supports the work of the Information Governance team and the Council's Data and Information Strategy in ensuring organisational compliance with legislation relevant to Information Governance, and in progressing the Digital Strategy. Specifically, the post holder will take responsibility for managing and coordinating requests for information made under the Freedom of Information Act (FOIA), Environment Information Regulations (EIR) and Data Protection legislation across the council. The post holder will also be key in contributing to the transparency of the council and the publishing of open information, advising colleagues on Information Governance and the rights of the public to access information.

Role Responsibilities

- Manage the Council's information case recording request system, associated filing and procedures for information requests under data protection, freedom of information and transparency legislation.
- Log, allocate, coordinate, respond directly and actively monitor all Council information requests, and provide regular reports to Information Governance and to senior managers across the council on compliance as requested.
- Respond to queries from the public on the process and progress on submitted requests.
- Support the development and delivery of awareness and formal training sessions for colleagues, in respect of requests and other Information Governance topics.
- Provide advice and guidance to staff at all levels of the organisation on their information responsibilities including on their obligations to provide access to information.

- Locate and collate information from relevant sources and respond directly to access requests.
- Maintain a personal awareness and knowledge of current legislation relevant to Information Governance.
- Maintain appropriate records and ensure correct levels of confidentiality and information security are maintained within Information Governance.

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, or a minimum of three years professional experience working within an appropriate function, ideally with a Freedom of Information/ Environmental Information or Data Protection certificate or equivalent.	A,I,D
Knowledge, understanding and some practical application of Data Protection legislation and Freedom of Information Act and/or Environmental Information Regulations. Ability to interpret and apply legislation to complex requests.	A,I,P
Experience of providing information and advice including the ability to communicate complicated, and very sensitive information with the public and to senior officers in person, on the telephone and in writing.	A,I,P
Ability to work under a degree of pressure, meeting deadlines, dealing with conflicting demands and priorities.	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 in Information Management/Governance.	A,I
Personal commitment to providing a quality customer-based service.	A,I,
IT literate and ability to use a wide range of office systems, case recording and database type systems.	A,I
Experience and knowledge of records management systems, including locating and maintaining physical and electronic documents/records.	A,I
Knowledge and understanding of transparency and open data for the public sector.	A,I

Desirable Criteria

Assessed By:

Experience of local authority and social services practice or administration.	A, I
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Knowledge and understanding of Caldicott standards, and confidentiality issues for health and social care.	A,I
The ability to travel to any of the council offices.	A
Experience of giving training or awareness sessions.	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.

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

☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☒ Other (please specify):	High emotional demand dealing with vulnerable adults and very sensitive information about their care as a child or adult