

JOB DESCRIPTION

POST TITLE:	Corporate Information Governance Officer
GRADE	9
DIVISION / UNIT	Legal & Governance
DEPARTMENT	Finance and Governance
REPORTS TO:	Information Governance Manager

PURPOSE OF THE JOB

- 1 To assist the information governance manager in the provision of information governance advice, guidance and support to the council's senior information risk owner, to the corporate governance panel and across the council.
- 2 To support the information governance manager in managing departmental Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests, subject access requests under the Data Protection Act, and similar statutory disclosures.
- 3 To provide policy and background research capability to the information governance manager on information management and access to information issues.
- 4 To assist in the review and maintenance of the council's publication scheme.

PRINCIPAL ACCOUNTABILITIES

1. To ensure that information management strategies, standards, policies and procedures are understood and embedded in the council.
2. To ensure the compliance of departmental activities with corporate information and data governance policies, guidelines and legal requirements.
3. To influence the training and development of departmental employees in relation to information management principles.
4. To review, maintain and publish information on the council's related web pages, including but not limited to, the council's publication scheme.

5. To undertake research on information management issues, including the management of information requests, and make proposals for service improvements.
6. To maintain an understanding of high profile issues of media interest and their potential impact on the council and future requests for information.
7. To act as the internal departmental FOI, EIR and DPA co-ordinator and ensure that requests for information are processed in a timely manner with the engagement of the relevant departmental officers and that final responses are despatched as far as possible within the statutory time limit.
8. To identify and source relevant information, apply exemptions under the legislation and redact information as necessary.
9. To keep under review templates and standard letters in responding to requests for information and propose revisions and amendments as necessary.
10. To monitor and publish information on departmental and corporate performance in respect of information requests.
11. To liaise with the Information Commissioner's Office and other relevant external agencies.

JOB CONTEXT

1. The vision for the finance and governance department is "Making a positive difference everywhere we engage" and this is underpinned by the following key principles:
 - caring about our customers
 - partnership and collaborative working
 - efficiency and effectiveness
 - employer of choice.
2. The post-holder will be the person in the department with expertise in information access management and will make decisions about operational issues in this area.
3. Contacts with:
 - Managers and staff across the council.
 - The Information Commissioner's Office, other relevant external agencies and officers in other local authorities.
 - Individuals making requests for information.

Southwark Council values: Treating residents as if they were a valued member of your own family | Being open, honest and accountable | Spending money as if it was your own | Working for everyone to realise their own potential | Making Southwark a place to be proud of | Always work to make Southwark more equal and just | Stand against all forms of discrimination and racism

Grade/Conditions of Service

This post is evaluated as grade 9.

Contractual hours: 36 per week, Monday to Friday. The council operates a work life balance scheme for which this post may be considered, subject to exigencies of service.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Working knowledge of the requirements of access to information legislation, including the Freedom of Information Act, Environmental Information Regulations, GDPR and the Data Protection Act.	E	S/I
Knowledge of local government, its services and the key officers responsible for those services.	E	S/I
Experience:		
Experience of working with networked systems and web-based repositories, e.g. intranet and internet, to manage and publish information.	E	I
Experience in developing and delivering management information or customer-focused services.	E	S/I
Aptitudes, Skills & Competencies:		
Able to work calmly and effectively in a highly demanding role by managing conflicting priorities to achieve set deadlines.	E	S/I
Able to demonstrate analytical skills in handling data and producing performance information and identify key business objectives and/or service needs.	E	I/T
Able to use information technology including word processing, database management and networked systems.	E	S/I
Able to demonstrate interpersonal skills and be able to influence and negotiate with peers, team members, service providers, customers and other key stakeholders.	E	S/I
Able to accept responsibility and actively promote their own role as a team member and able to demonstrate this by ensuring and encouraging the use of agreed standards and procedures.	E	I

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Able to produce written information in a coherent and succinct way, and present ideas in a well-structured format and in a manner appropriate to the context of the recipient.	E	I/T
Able to maintain a high degree of confidentiality and to use discretion in dealing with sensitive and personal information.	E	I
Able to undertake duties and responsibilities with due regard to equalities issues and the eradication of discrimination and the Council's equal opportunities policy.	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy.		

Key: **E** Essential

S Shortlisting criteria
I Evaluated at interview
T Subject to test