

## **Candidate Information**

<b>Position:</b>	Information Compliance Officer
<b>School/Department:</b>	Registrar's Office
<b>Reference:</b>	19/107197
<b>Closing Date:</b>	Monday 25 February 2019
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Tuesday 12 March 2019

### **JOB PURPOSE:**

Provide a high quality and professional information compliance and governance service to include but not limited to the management of access to information and data subject requests to ensure the University meets its legal obligation to comply with the requirements of the Freedom of Information Act, the General Data Protection Regulation/data protection legislation and the Environmental Information Regulations.

### **MAJOR DUTIES:**

1. Manage the process for information requests made to the University under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 in compliance with the legislation, best practice and University policy and procedures. Prepare all written responses received by the University, ensuring that all requests are actioned in accordance with statutory obligations and University procedures.
2. Manage the process for subject access requests ensuring data subject rights are processed in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018). Prepare all written responses received by the University, ensuring that all requests are actioned in accordance with statutory obligations and University procedures.
3. Assist the Information Compliance Manager in undertaking internal reviews, preparing responses and feedback of any "lessons learnt" from the outcome of the review.
4. To provide professional specialist advice and assistance to internal and external stakeholders as to how they can demonstrate compliance with the relevant regulations relating to access to information and data protection.
5. To develop and manage the University's publication scheme.
6. To assist in the investigation of and response to often complex complaints and incidents relating to non-compliance with the GDPR and DPA 2018 and provide professional specialist advice on mitigation.
7. To assist the Information Compliance Manager in defending appeals to the Information Commissioner and Information Tribunal against decisions taken by the University which may include attendance at Tribunal and overseeing the implementation of remedial measures as required by the Commissioner and/or Tribunal.
8. To provide a research and advisory function in relation to all aspects of information governance, to include report writing, policy development and presentations as required. Provide annual reports for consideration by the relevant Board / Committee, as appropriate; and management information, on request, in relation to the associated levels of compliance.
9. To assist in the development, implementation and monitoring of strategies, policies and procedures for information compliance/governance which will ensure the University meets its statutory obligations and best practice.
10. Manage and deliver comprehensive training programmes on Data Protection, Freedom of Information and Data Sharing legislative requirements.
11. To manage the information contained on the University's website relating to Information Compliance.
12. To provide and review performance statistics and information on a regular basis and provide statistical data for reports as required by the Information Compliance Manager and/or senior management. Present results and make recommendations to senior management to support decision making.
13. To keep up-to-date with key issues in information governance law, including guidance and decision notices from the Information Commissioner, and produce associated guidance on key issues.

14. Work effectively as part of the Information Compliance Unit Team, providing support and assistance where needed, including deputising for Information Compliance Manager.
15. Carry out any other duties as reasonably requested.

**Planning and Organising:**

1. Plans and organises own workload within the context of the broad departmental objectives set by the Information Compliance Manager.
2. Applies professional knowledge to contribute to developments/changes in legislation, regulations etc.

**Resource Management Responsibilities:**

1. Responsible for organising own professional work to meet the Department's objectives.
2. Assign tasks to secretarial staff and ensure work is completed on time and to standard.

**Internal and External Relationships:**

1. Daily contact with members of the Senior Management Team and staff at all levels including providing professional advice as appropriate.
2. Represent the Office at both external and internal meetings to ensure that key University work issues are appropriately represented and reported.
3. Regular contact with members of the Senior Management Team, Senior Managers and staff across all University Schools/Directorates.
4. Maintain external links with professional groups e.g. Joint Information Systems Committee.

**ESSENTIAL CRITERIA:**

1. A primary degree or equivalent
2. Minimum 3 years' relevant administrative experience within a governance and/or compliance environment within a large, diverse organisation.
3. Experience of interpreting complex legislation, providing guidance and practical solutions.
4. High level knowledge of current policy and compliance issues in Higher Education.
5. Understanding of Freedom of Information and Data Protection legislation and relevant Codes of Practice.
6. Excellent ICT skills including word processing, system design and management, and spreadsheets, report writing.
7. Logical analytical ability.
8. Good communication skills both oral and written.
9. Able to communicate with and relate to people at all levels both internally and externally.
10. Excellent organisational and administrative skills, to ensure multiple activities are completed to deadlines.
11. Ability to work sensitively with confidential information.
12. Good liaison, networking and team working skills, with proven ability to influence decisions to ensure compliance with relevant legislation.

**DESIRABLE CRITERIA:**

1. BCS Certificate in Freedom of Information.
2. Experience of the application of the Freedom of Information Act 2000, Environmental Information Regulations 2004 and data protection legislation (General Data Protection Regulation, Data Protection Act 2018).
3. Experience of working in higher education.
4. Experience of making formal presentations.