



**JOB DESCRIPTION**

**Job Title:** Head of Information Governance & Data Protection Officer

**Grade:** 8B

**Location:** Department of Informatics, Transformation Directorate

**Contract:** Full Time


**1. Job Purpose and Freedom to Act**

Information Governance is recognised within the Trust as an important component of our approach to improved Corporate Governance and Risk Management. We have a programme based approach seeking to achieve sustained improvement and compliance with the Data Security and Protection Toolkit and relevant statutory, regulatory and other



**2. Main Duties**

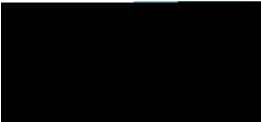
The role of the Head of IG is to lead on the overall development, management and delivery of the Information Governance strategy and work programme. The post-



Communicate information to senior managers in relation to information governance requirements. Give formal presentations to key Trust groups including the Trust Board on existing and emerging information governance issues and implementation requirements, influencing co-operation to achieve compliance.

Exercise leadership and influence within the organisation in matters relating to Information Governance management, in particular, Data Protection Act, Freedom of Information Act, records management and confidentiality, providing detailed, specialist advice involving highly complex facts or situations, which require analysis and interpretation e.g. interpretation of complex legislation relating to Information Governance, and the implications across the organisation

Formulate, develop and monitor long-term Information Governance programmes and plans, which impact across the organisation. Create an operational Information Governance Framework and provide



Hold the position of deputy chair to the Trust's Corporate Records Management Committee.



**3. Organisational chart**





**4. Qualification, Skills, Knowledge and Experience required**

**QUALIFICATION**

Educated to degree level, with further evidence of postgraduate qualifications in related subjects.  
PDP Data Protection Officer Qualification  
Certificate of Education  
PRINCE 2 at foundation certificate level at least

**KNOWLEDGE**

A highly developed specialist technical and detailed knowledge of all current and emerging information governance statutory and regulatory sector specific guidance and best practices.  
A specialist working knowledge of the requirements of security, information governance and other NHS regulations that apply to a public authority.

**PLANNING & ORGA**



Using knowledge, skills and experience of processes and technology to achieve efficiency savings

Leading and effecting successful change

Experience of leading the information governance work for complex governance systems including the Lorenzo EPR solution.

Proven experience of resolving complex information, confidentiality and disclosure issues and communicating these to staff at all levels.

Proven experience of conducting data protection impact assessments, risk identification and information flows.

Evidence of implementation of information governance, data protection, confidentiality and records management best practice.


Experience of working at a national level with NHS key stakeholders and the privacy regulator.

Awareness of the public sector environment, and specifically, of the NHS Information Governance framework.

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- External Suppliers
  - Commissioners
  - Sustainability and Transformation IG Working Group
  - National IG stakeholders
  - Information Commissioner's Office
  - Others, as required

## CONFIDENTIALITY AND DATA PROTECTION ASSURANCE

The post-holder will be responsible for ensuring that Trust Policies, procedures and guidance relating to Confidentiality and Data Protection conform to the requirements of current legislation and the DSPT and are robustly applied throughout the Trust. The post-holder will be the Trust Data Protection Officer.

- Work closely with the Health Records Manager to ensure that the Trust fully complies with all principles and requirements of the Data Protection Act 2018;
- Work closely with, and report regularly to the Caldicott Guardian and SIRO (Senior Information Risk Officer) on any Confidentiality or Data Protection issues;
- Actively promote and publicise Confidentiality and Data Protection awareness throughout th



## RISK MANAGEMENT

The post holder will:

- Ensure that an IT risk register is maintained by the Department and assess its fitness for purpose;
- Ensure that the IT Department maintains its element of the Trust Risk Register;
- Liaise regularly with the Trust Risk Manager to ensure Information Governance Risks and Incidents are reviewed.

## TRAINING AND AWARENESS

The post holder will lead on the development and delivery of Information Governance training for Trust staff both in formal sessions and in informal team settings, and will:

- Ensure the delivery of Information Governance awareness through Corporate Induction;
- Encourage the development of awareness sessions for all levels of Trust staff;
- Ensure that the training programme and staff awareness material are regularly reviewed and updated where necessary.

## OTHER

The post holder will be required to:

- Undertake any other duties commensurate with the grading and scope of the post.



**Friendly**

- You will show warmth and empathy towards your colleagues and other agencies, making it clear you are always happy to help.
- You will show compassion and kindness towards others, giving time to listen before responding to need
- You will show respect to colleagues, treating them equally regardless of their background.

**Responsive**

- You will approach your duties and tasks in an organised, planned and structured way.
- You will use every opportunity to communicate with your team and other colleagues as appropriate.
- You will always challenge unacceptable practice and know how to raise concerns.

**7. Most Challenging Part of the Job**

**Unpredictability**

Often required tasks to change without notice to deal with an immediate problem usually several times a day. Ensuring external deadlines are met. Explaining complex legal framework to patients/relatives/staff who may well not want to hear what they are being told.

**Working Conditions & Effort**

Use of VDU for long periods  
Requirement to travel to external meetings  
Ability to visit all areas of the Trust

**Physical Effort**

Advanced Keyboar

