

Principal Information Governance Officer

Service	Reporting to	Location	Grade	Hours
Legal & Governance	Information Governance Manager	Civic Centre /Hybrid	3C	36

About the role

- To support and implement an effective Information Compliance Programme for the council, which is efficient and responsive to the needs and requirements of employees and citizens
- To develop, support and implement corporate strategies, policies and procedures for effective information management and to provide professional advice and training on FoI, Data Protection and other associated legislation to support all council service groups to ensure their handling of information is compliant, and to subsequently monitor the operation of those strategies, policies and procedures.
- To support the council and its partners in joint processing and information exchange initiatives, and assist in making recommendations in relation to FoI/data protection legislation
- To raise awareness of the importance of good information management via training and written guidance disseminated widely throughout the council
- To maintain and update the council's Publication Scheme as required, and to maintain complete and accurate records of the processing of requests for information
- To take the lead and/or assist in any investigation undertaken with/by the Information Commissioner's Office (ICO), to collate information that may be required in the course of any investigation or enforcement action and to act as the council's liaison officer in dealing with the ICO
- To represent the Information Governance team at meetings and working groups, both internally and externally
- To take a proactive role in all operational aspects of the Information Governance Team
- Implement the council's commitment to equal opportunities by promoting diversity and inclusion
- Support and promote good risk management practice within the team and implement the council's Health & Safety policy as applied to personal responsibility and service obligation. Also contribute and demonstrate a commitment to the council's Crime & Disorder Reductions strategy

Job code:
Job score:
Date of evaluation:

#HappytoTalkFlexible



Salford City Council

Key outcomes

- Requests for information are handled within the time limits imposed by legislation to ensure the council remains compliant with the law
- Advice and guidance is up to date and a factual representation of the relevant legislation
- Training material is of a professional quality and delivered in a professional manner
- A clear understanding of relevant legislation is demonstrated when dealing with requests for information or when advising colleagues
- Written reports and policy documents are of a high standard and are fit for purpose
- Records of information requests are complete, accurate and up to date

What we need from you

- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- Models and demonstrates our values and behaviours
- Experience of working in a compliance role
- Knowledge and understanding of FoI/data protection
- Excellent numeracy skills to analyse and interpret statistical information
- Commitment to personal and staff development
- To undertake training as and when required
- Excellent written and verbal communication with the ability to express effectively and sensitively, in person, via the telephone and in writing, with a range of stakeholders, internal and external
- The ability to manage and prioritise a varying workload and to meet tight deadlines

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.