

Deputy Information Governance Manager

Service	Reporting to	Location	Grade	Hours
Legal & Governance	Information Governance Manager	Civic Centre /Hybrid	5A	36

About the role

- To support the Information Governance (IG) Manager, who has overall responsibility for the Council's IG function.
- To act as Deputy for the Information Governance Manager as required (including deputising in respect of the statutory role of the Council's Data Protection Officer), providing assurance to the City Solicitor and Monitoring Officer (SIRO) and Information Commissioner (UK Regulator) on the Council's Information Governance arrangements.
- To provide positive leadership and direction for the management of the Council's information assets, promoting a culture of privacy, transparency, and accountability, and ensuring that stakeholders are informed and engaged.
- To promote the value and importance of advancing information governance maturity across the organisation, supporting directorates in their efforts to enable change and drive service improvement.
- To manage and maintain the Information Governance Framework including policies, procedures and guidance to meet statutory and legal requirements.
- To monitor compliance with legislation and standards including performance reporting and updates for the Senior Information Risk Owner (SIRO), the Data Governance & Ethics Board and other stakeholders, and to attend Council governance boards to ensure oversight of the Council's exposure to IG risks
- To manage the provision of specialised knowledge, consultancy and expert advice to staff and stakeholders in a consistent way across all aspects of Information Governance. The role demands that highly complex, statutory and regulatory requirements are implemented and understood by all staff members.
- To research and understand best practice within the fields of Information Governance and ensure that this is communicated clearly and acted upon effectively, in particular to interpret national guidance and legislation for implementation across the Council.
- To oversee the annual submissions for information security standards, ensuring an evidence base for audit purposes.
- To manage and maintain the Council's Incident Management Procedure for reporting and investigating IG incidents/concerns.
- To conduct investigations relating to Data Protection, Freedom of Information and other areas of Information Governance, coordinating with Directorates and Schools to assess the

Job code:

Job score:

Date of evaluation:

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level and impact of the incident and provide guidance to staff appropriately. Ensure investigation recommendations are implemented.

- To ensure Privacy by Design is embedded in the Council's technical solutions by attending when necessary the council's DDaT Change Board and Technical Design Authority.
- To provide an effective and efficient IG service to Schools via a Service Level Agreement
- To collaborate with peers across Greater Manchester as an active member of the GM IG Expert Network.

Key outcomes

- To act as Deputy for the Information Governance Manager as required including deputising in respect of the statutory role of Data Protection Officer for the Council. To ensure the effective provision of a Data Protection Officer for Schools served by the Council's Service Level agreement.
- Ensure the effective provision of all aspects of information governance across the Council. Provide advice and guidance to those who control and process data, including awareness-raising and oversight of corporate and departmental training of staff.
- Lead and foster a culture that values, protects and uses information to ensure transparency, privacy by design and contributes to a positive permission culture organisation to deliver a better and fairer Salford for everyone.
- Determine work priorities and organise and monitor workloads to ensure that allocated resources are deployed efficiently and effectively across all areas of Information Governance in order to deliver agreed outcomes and objectives.
- Advise business areas on measures necessary to ensure compliance with data protection principles, data subjects' rights, privacy by design and security of processing, working closely with business leads to support and embed organisational compliance and, in relation to projects, programmes and data sharing initiatives which involve proposed changes to data processing methods and/or systems.
- To ensure effective and efficient Information Risk Management processes are in place and that the Council is handling information risks as part of the overall risk management policy and the annual governance statement. Support the Corporate Management Team (CMT), the SIRO, including the provision of information for consideration by them on data protection and information security issues/risks, as necessary.
- Ensure the delivery of the best possible service within Information Governance and Records Management, including the design and development of training and audits to ensure compliance with statutory requirements and adherence to objectives/targets.
- Produce and relay effective management information to develop solutions and inform management decisions and actions. Drive forward cost saving measures using a digital first approach.
- Engage with stakeholders at all levels and building effective and trusted business relationships with services across the Council and partners within the city to enable a whole system approach to service delivery.

What we need from you

- To model and demonstrate our values and leadership behaviours.
- An in-depth knowledge of data protection law and practice, and records management.
- Professionally credible, able to engage with authority and express what is needed, demonstrates initiative, confidence and personal responsibility for action.
- Able to confront problems, take calculated risks, have difficult conversations and consider a range of options.
- Open to the views of others - able to constructively challenge and be challenged.
- Able to deal with pressure and healthy stretch without affecting others.
- A balanced and comprehensive thinker able to combine self-discipline with an organised approach to work.
- Experience of developing teams to achieve their maximum potential.
- Experience of driving forward multiple large projects in challenging circumstances.
- To lead people/projects with an ability to motivate, engage and develop people to deliver shared outcomes. Able to build collaborative partnerships.
- Able to focus on priorities, present succinctly and translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages/issues.
- Has a good understanding and experience of information risk management including the policies, procedures and technology to be adopted to reduce threats and vulnerabilities.
- A commitment to privacy and security by design.

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](https://www.ideasalford.org/) 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.

Role details

Completed by: D McCarron

Date: April 2026

Job code:

Job score:

Date of evaluation: