

Job Description and Person Specification Profile

Job Title	Head of Information Governance and Data Protection Officer
Job ID	RH20
Service	Digital Tameside
Grade	M
Reporting to	Assistant Director of ICT, Digital & IG

The Role

We are looking for an enthusiastic, experienced and organised Head of Service to lead the Information Governance Team at Tameside Council. The successful candidate will also undertake the responsibilities of the Statutory Data Protection Officer who will be the source of expert advice and policy development, to create and maintain high levels of awareness and understanding of the strategic and practical importance of IG and IT security.

The Head of Information Governance will lead the Information Governance function of the Council, owning all related policies, processes, and controls to deliver a high performing service. You will oversee the development and implementation of Information Governance and regulatory compliance strategies, through effective prioritisation, optimising allocation of resources, managing benefits realisation, risks and constraints to ensure alignment of data governance practices across the organisation, to support the achievement of organisational strategy.

The role will provide the Council with professional, technical and strategic leadership in Information Governance and wider Information Assurance, including the overall responsibility for the Council and host organisations (Greater Manchester Pension Fund, iNetwork and National Anti-Fraud Agency) of Freedom of Information and Data Protection legislative requirements, and delivering good practise.

This role will promote a positive culture and a holistic approach that embodies the ambitions of the council through effective and appropriate use of information and data.

Main Duties and Responsibilities include:

- With overall responsibility for the Information Governance team, the Head of Service and Data Protection Officer is responsible for the delivery of a high-performance service model that provides efficient, flexible, up to date and effective support to the organisation.
- To be responsible for information management and governance policy and procedure across the organisation, delivering a policy function that horizon scans local, regional and national developments, ensuring that senior leadership are full briefed.
- Act as Senior Responsible Officer alongside the provision of technical expertise and oversight of delivery for the internal transformational IG implementation plan.
- Establish, implement and maintain an effective Information and Data Management/Governance Framework and arrangements
- To act as the council's Statutory Data Protection Officer and provide expert advice and guidance on information security, data quality, management and governance to all services within the organisation.
- To undertake the key tasks of the Data Protection Officer as set out in UK GDPR:
 - to inform and advise you and your employees about your obligations to comply with the UK GDPR and other data protection laws.

- to monitor compliance with the UK GDPR and other data protection laws, and with your data protection policies, including managing internal data protection activities, raising awareness of data protection issues, training staff and conducting internal audits.
 - to advise on, and to monitor, data protection impact assessments.
 - to cooperate with the ICO.
 - to be the first point of contact for the ICO.
- To be accountable for ensuring that the council complies effectively and efficiently with the requirements of the Freedom of Information Act 2000, Environmental Information Regulations, Re-use of Public Sector Information and Section 45 Codes of Practice
- Review and interpret legislation (proposed, new and existing) and produce guidance, Policies, Project Plans, Committee Reports and Standard Operating Procedures so that the Council and host organisations can meet current and future statutory requirements
- To work collaboratively with the Head of Technical & Development to ensure the Council achieves compliance to various security regulatory standards, such as PSN, PCI, Cyber Essentials etc.
- To work collaboratively with the Head of Technical & Development to oversee and contribute to the development of information security policies, standards and guidelines.
- To work collaboratively with Heads of IT in embedding AI so at a strategic level AI tools can be used for staff and public benefits where the value outweighs the risk
- To lead and ensure the timely completion of the annual Data Security and Protection Toolkit (DSPT), and take the lead on specific measures, in order to gain internal authorisation prior to submission in line with the national deadlines.
- To lead on the development and implementation of a corporate information and data strategy that responds to the demands of the full range of services within the organisation and reflects the ambitions of the Council and host organisations
- Responsible for ensuring that the council meets its statutory requirements under the UK General Data Protection Regulations (GDPR) and the Data Protection Act (and other related legislation) in relation to information security and management.
- To develop a culture of good information and data governance, raise awareness, understanding and skills across the council in relation to data management, protection and quality – through appropriate training, promotion and guidance.
- To establish and coordinate effective governance arrangements for information management that span the organisation, working closely with the Senior Information Risk Owner (SIRO) and Caldecott Guardian.
- To chair the monthly Information Governance Group, providing assurance, highlighting risks, reporting compliance statistics and highlighting to Information Asset Owners, SIRO, and senior leadership the organisations performance with regard to information, data, and statutory responsibilities.
- Ensure that the Council is leveraging its information assets and the assets available to it, in innovating ways, effectively and securely, in line with the Councils corporate strategies
- To effectively manage risk associated with information management, including leading on the development, maintenance and implementation of an effective incident management policy and associated procedures.
- Responsible for identifying, investigating and reporting on information incidents.
- Ensuring incidents are thoroughly investigation, data subjects are notified where appropriate and the ICO is informed.
- The DPO is responsible for ensuring that lessons are captured and policy, procedure and protocols updated as necessary.

- Responsible for the development and implementation of corporate policies, procedures and protocols for information management, in line with statutory requirements and good practice.
- Through management and oversight of the team, ensure consistent frameworks and approaches are adopted that leverage good practise and continuous improvement.
- To provide highly specialist advice, guidance and support in relation to Information Governance to the SIRO and Caldecott Guardian.
- To lead the development and maintenance of the organisations Information Asset management workstream, including to maintain an accurate register of the council's Information Assets and Information Asset Owners.
- Optimise data quality and governance, enabling effective data-drive decision making.
- Provide advice and guidance to staff, including in relation to complex issues, for example development of legal/data sharing agreements, and supporting in the development and approach of privacy impact assessments.
- To work with key stakeholders in the review of projects and related data to ensure compliance with data privacy laws, and where necessary advice on privacy impact assessments.
- To regularly monitor and report on Information Governance performance through the development of reports outlining progress and issues to the Information Governance Group, Senior Leadership Team, Audit Committee when required.
- To represent the organisation on matters relating to Information and Records Management at GM and regional meetings.
- To ensure an effective Records Management process is in place and adhered to, with appropriate guidance and support to the organisation.
- To influence the development of corporate strategies and plans to ensure effective information management is embedded within the organisation.
- To provide expert, high-level advice to Members, Directors, Assistant Directors, managers across the authority including committees.
- Establish and maintain standards and performance indicators for the management of the service, together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.
- Ensure that all the TMBC information activity aligns to the Greater Manchester Information Strategy and framework.
- Contribute to the effective leadership of the Council, through ELT, Digital Board, Information Governance group, as well as participation in other relevant Boards and Groups.
- Proactively establish and maintain relationships with key stakeholders across the council, host organisations, GM Local Authorities, GMP, probationary services and health partners, ensuring TMBC is represented on GM and regional IG groups.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- A relevant degree or professional/vocational qualification or demonstrate equivalent extensive Information Governance knowledge and experience.
- Relevant qualifications in Data Protection and Freedom of Information or equivalent IG and DG qualifications e.g. CISSP, ISEB or BSC
- Management or leadership qualification or relevant experience.
- Personal commitment to continuous self-development.

Your essential skills, knowledge and experience

- Substantial experience of UK GDPR, Freedom of Information Act 2000 etc.
- Proven leadership experience managing and motivating a multi discipline team.
- Experience in line management of all staff within the Information Governance Team to include appraisals; sickness absence; disciplinary and grievance matters; recruitment and selection decisions; personal and career development; departmental workload and allocation for Information Governance team staff.
- Detailed and expert knowledge of the law, governmental guidance and best practice in relation to the management of the council's information.
- Experience of successful involvement in, and management of large scale or major projects,
- Experience of information policy and strategy development and implementation in a multi-functional public sector organisation.
- Understanding of local government services, funding and regulatory arrangements, governance and decision-making.
- Detailed understanding of document and records management practice.
- Able to demonstrate extensive experience across the following areas:
 - Information management governance and assurance
 - Information security in a Public Sector Context
 - Extensive knowledge and experience of FOI/EIR and DPA
 - Working with the Information Commissioner
 - Records Management
 - Data strategy
 - Open Data /Big Data
 - Information Sharing
 - Information Governance Tools and Toolkits
 - Implementing and ongoing management of information education
- Understanding of strategic planning in a multi-functional organisation.
- Ability to resolve conflict and manage team or individual underperformance.
- Ability to develop policies to balance the needs of the council's stakeholders in the context of financial, legislative and other constraints.
- Ability to lead and influence senior stakeholders.
- Ability to develop and deliver specialist training to Members, officers and partners.
- A good working knowledge of risk management practice and experience of applying this in a similar context.
- Significant experience of managing diverse resources, some of which do not work for you, to support change in a complex business environment with multiple and competing priorities.
- In-depth knowledge of Project Management methodologies and approaches to change and transformation.

- Highly developed investigative and analytical skills.
- Good communication skills, both orally and in writing.
- To work independently, seeking advice and guidance from the Assistant Director of ICT & Digital as and when required.
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision.
- Understanding of the council's corporate strategy and it relates to the work of the team
- Work collaboratively with partners across Greater Manchester and represent Tameside at meetings, such as the Greater Manchester Combined Authority.

If you have the following experience or qualifications – then that's great!

- Information Technology Infrastructure & Technology (ITIL) v4 Foundation
- Understanding of ISO27001

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

