



## Corporate Services & Strategy Directorate

<b>Post Title</b>	Information and Governance Officer		
<b>Post Number</b>	BG00020	<b>Grade</b>	8
<b>Base</b>	Civic Centre Ebbw Vale	<b>Hours of Work</b>	37 Hours
<b>Car User Allowance</b>	Casual	<b>Disclosure</b>	None
<b>Contact</b>	Head of Legal & Corporate Compliance	<b>Updated</b>	<b>DEC 2014</b>

### **NB. THIS POST IS POLITICALLY RESTRICTED UNDER S.2 OF THE LOCAL GOVERNMENT ACT 1989**

#### **Principal Job Purpose**

Responsible to: Head of Legal & Corporate Compliance/Monitoring Officer

Responsible for: Data Protection and Freedom of Information; to assist the Head of Legal in matters pertaining to the Council's Constitution; to provide support and advice on various matters detailed below.

#### **Principal Accountabilities**

1. To provide advice, assistance and training to the Council on compliance with the Data Protection Act and associated legislation, and to ensure appropriate corporate systems are in place in order to minimise the Council's risks. To assist in all matters pertaining to Data Protection and Information risk management.
2. To act as the officer responsible for requests made to the Council under the Freedom of Information Act and data requests generally.
3. To act as the Council's liaison officer for the Information Commissioner, to report breaches when necessary and to implement recommendations/update good practice when required.
4. To act as the liaison officer with Town and Community Councils.
5. To assist with advice and support provided to the Council's Committees.
6. To assist in matters pertaining to the Council's Constitution.
7. To assist the Head of Legal & Corporate Compliance/Monitoring Officer with the maintenance of statutory registers, Code of Conduct, and in matters relating to RIPA compliance.
8. To comply with the relevant sections of the Authority's Policy Statement on Health, Safety and Welfare at Work.

9. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
10. To undertake any other duties as directed by the Head of Legal & Corporate Compliance.

# Person Specification

Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications/relevant experience</b>					
<ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>	Essential	✓			
<ul style="list-style-type: none"> <li>Experience of working within local government or a large organisation</li> </ul>	Desirable	✓	✓		
<b>Other experience</b>					
<ul style="list-style-type: none"> <li>Experience of working in a compliance role</li> </ul>	Desirable	✓	✓		
<ul style="list-style-type: none"> <li>Experience of providing professional training</li> </ul>	Desirable	✓	✓		
<b>Knowledge/Skills</b>					
<ul style="list-style-type: none"> <li>Extensive knowledge of the legislation and practical application relating to Data Protection and Information law</li> </ul>	Essential		✓	Presentation At Interview	✓
<ul style="list-style-type: none"> <li>A understanding of the statutory framework of local government</li> </ul>	Essential		✓		
<ul style="list-style-type: none"> <li>Excellent communication skills</li> </ul>	Essential		✓		✓
<ul style="list-style-type: none"> <li>Ability to work proactively to instigate improvements</li> </ul>	Essential		✓		✓

## Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude		✓		✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team		✓		✓

	Ensures equality & diversity issues are integral to service delivery		✓		✓
	Recognises when it is necessary to take a firm but appropriate line		✓		✓
	Supports & encourages good work-life balance in the team		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering a Continually Improving Service</b>	Ensures the team understand how they contribute to achieving operational objectives		✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance		✓		✓
	Challenges poor performance appropriately		✓		✓
	Is positive about improving the service and identifies potential benefits for the citizen		✓		✓
	Consults team and others, inside and outside the organisation, for improvement ideas		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Uses appropriate and precise methods of communication		✓		✓
	Communicates positively and respectfully		✓		✓
	Checks others' understanding		✓		✓
	Clearly explains and justifies decisions made elsewhere		✓		✓
	Encourages team members to think about and suggest improvements		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions		✓		✓
	Ensures decisions link to continually improving performance		✓		✓
	Uses problem solving as a method of improving the service		✓		✓
	Seeks clarification or challenges appropriately		✓		✓
	Explains decisions appropriately		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working Together</b>	Understands the benefits of working together		✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen		✓		✓
	Networks effectively internally and externally		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Putting the Citizen First</b>	Recognises the importance of the citizen's input to improving the service		✓		✓
	Ensures team is focused on serving the citizen as the first priority		✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery		✓		✓
	Is positive about the organisation and the community it serves		✓		✓