**Role snapshot**

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| **Job title:** | Information Governance Lead | **Level:** | | Individual Contributor |
| **About the Role** | | | | |
| The Information Governance Team is responsible for driving a culture of good practice and compliance in the management of information across NHS Property Services. The team’s mission is to create a culture of information compliance by empowering and upskilling colleagues through active support and championing best practice​.  The Information Governance Lead (IGL) is required to support the Information Governance team with rolling out and embedding the Information Governance Framework across the organisation and ensuring all regulatory requirements are met.  The IGO also plays a key role in ensuring company-wide policies are in place and embedded, to improve and maintain the Information Governance and GDPR environment.  The IGO is required to provide effective day-to-day management of appropriate and lawful disclosure of information under the Freedom of Information Act (FOIA), by working collaboratively with all parts of the business. | | | | |
| **Key Responsibilities** | | | | |
| * Support the development, promotion and implementation of the organisation’s Information Governance and GDPR framework. * Provide IG advice, guidance and support to the Data Protection Officer, Senior Information Risk Owner, DPO/SIRO/Caldicott Guardian forum and company-wide colleagues * Co-ordinate and administer information requests, including but not limited to, FOI/SAR requests through collaborating with key stakeholders to obtain the relevant information, present appropriately and maintain database * Produce information and analysis that evidence compliance with FOI/SAR request, and provide insight into themes and trends * Review and update FOI policy as and when necessary * Review and enhance the company Publication Scheme aligning it to FOIA and ICO model publication scheme. * Support the completion of Data Protection Impact Assessments and supplier reviews * Undertake SARs and escalate internal reviews for FOI to ensure these are managed and processed effectively * Support the collection of evidence and submission of the NHS DSP Toolkit annually * Manage assurance projects such as CCTV compliance and PCI Compliance * Assist specialist training on access to information and transparency to all levels of colleagues within the organisations * Develop key stakeholder engagement and integration of Information Governance activities across the business including internal and external communications * Input into the governance of information management and data handling practices across NHS Property Services. * Manage IG Inbox and escalate inquiries appropriately. | | | | |
| **What helps people succeed in this role?** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| * Experience of working in a large organisation * Experience dealing with multiple enquiries and tasks simultaneously in a timely manner * Experience engaging with the Information Commissioner’s Office * Experience liaising with legal or para-legal functions | | | * Presentation and reporting * Communication * Project Management * Relationship management * Quality and accuracy * Planning, organising and delivery * Training and enabling of colleagues at all levels | |
| **Knowledge** | | | **Qualifications** | |
| * Knowledge of the Data Protection Act 2018 and GDPR * Knowledge of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 * Advanced knowledge of Microsoft Office applications | | | * Degree or significant proven relevant experience | |
| **Other information** (travel, hours, personal characteristics) | | | | |
| Ambiguity tolerance, resilience and curious  Willingness to travel to company and customer sites if required. | | | | |