

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF33866
<b>Post Title:</b>	Information Compliance Officer
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Governance, Information Management and Policy Services
<b>Reports to:</b>	Data Protection Officer
<b>Responsible for:</b>	N/A

## Purpose

The Information Compliance Officer will provide integral support to the IMPS team and Data Protection Officer, working to ensure the University complies with information compliance legislation, such as the Freedom of Information Act (FOI), Environmental Information Regulations (EIR), General Data Protection Regulation and all other applicable Data Protection laws. The Information Compliance Officer will provide assistance to the University Data Protection Officer, first hand support with managing requests received, and also assist with the documentation and publication of the University's main policies and procedures, FOI publication scheme, updates to the IMPS website and the provision of compliance training, guidance and advice.

## Main duties and responsibilities

Acting as a specialist advisor in the area of Information Compliance law and practice providing advice and assistance to University members;

- Managing the timely receipt, dissemination, and tracking of Freedom of Information (FOI), Environmental Information (EIR) and Data Protection (DPA) requests;
- Drafting, reviewing and dissemination of FOI, EIR, and DPA responses to information requests;
- Close liaison with other members of staff (including IMPS contacts, HR, IT, Procurement, People Development, Schools and Functions) to ensure timely receipt of data, and answering queries;
- Maintaining close working relationships with external stakeholders, HEI peers and community of practice networks;
- Assisting with the development and drafting of information compliance policy documentation and guidelines;
- Maintaining an up to date knowledge of current legislative and regulatory requirements and guidance with proactive horizon scanning for future changes affecting compliance law and the HE sector;
- Creating new content and updating and maintaining the IMPS web portal, including the University's publication scheme;
- Organising and chairing the University Publication Scheme working group;
- Management of low risk Information Security Incidents, including taking actions as necessary, advising staff on mitigations, and identifying matters for escalation as required;

- Administering the documentation and publication of the University's main information compliance policies and procedures, ensuring reviews are conducted as required;
- Administering staff training for information compliance training modules, reviewing, and creating content, liaising with People Development, and responding to training enquiries and queries;
- Designing and delivering compliance training and briefings to University staff;
- Providing tailored and targeted content for University Information Compliance communications across a variety of mediums and liaising with communications teams as needed;
- Acting as the main point of contact for queries relating to Information Compliance training across the University;
- Providing office cover for the Data Protection Officer during absence;
- Advising staff on the completion of Data Protection Impact Assessments, meeting with stakeholders, and following up on necessary actions as required.;
- Representing IMPS at meetings, committees, and university project groups as and when required;
- Attending external networking and professional development events as requested;
- Acting as a first point of contact for Information Governance queries to include information sharing and records management;
- Assisting with ad hoc information compliance project work;
- Support for internal audits, data inventory registers and other information requests from the University;

### **Supervision received**

The postholder will report to the Data Protection Officer. The post holder is expected to be able to manage his/her workload effectively and be experienced in working with limited day to day supervision.

### **Supervision given**

N/A.

### **Contact**

Regular liaison will also be required with the University IMPS Contacts network, DTS (IT), the Press Office, Legal Services, Procurement, Governance, other relevant staff in Schools and Services, internal and external customers that request information, sector peer groups, regulators.

### **Terms and conditions**

This is a full time, fixed term post for 12 months. The post holder may be required to occasionally work at weekends or out of hours to support events within the School or Function.

Individual tasks within the role may vary according to the School/Function where the role is based; however, the core duties of the role are outlined to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

### **Date assessed: November 2020**

# PERSON SPECIFICATION

Job Title	School/Department
Information Compliance Officer	Governance, Information Management and Policy Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills and time management skills</li> <li>• Ability to ensure effective liaison and communication</li> <li>• Accuracy and attention to detail</li> <li>• Excellent IT skills with a range of IT packages and systems (incl. Microsoft Office)</li> <li>• Ability to provide a high standard of customer service</li> <li>• Ability to plan and manage projects and events and resourcing requirements</li> <li>• Ability to manage and maintain administrative records</li> <li>• Ability to balance competing priorities, plan and prioritise own work, and meet set deadlines</li> <li>• Ability to produce reports, analyse information and identify areas for improvement</li> <li>• Ability to work collaboratively to achieve team goals</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Professional qualification in information compliance e.g. BCS/ISEB practitioner in Data Protection or equivalent</li> <li>• Good honours degree, or equivalent</li> </ul>	

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Evidenced expertise in EU and domestic information compliance law and practice</li> <li>• Significant practical experience of dealing with information compliance requests, complaints and complex projects involving personal and sensitive data</li> <li>• In depth knowledge and significant practical experience of Data Protection and Freedom of Information laws</li> <li>• Experience with on-line processes and web-based systems, standard office systems and procedures and specialist software. Sound understanding of requirements for recording processing activities, breach management and Data Protection Impact assessments</li> <li>• Knowledge of records management practices and modern office management systems such as shared drives and electronic record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of international data protection and information compliance laws</li> </ul>
<p><b>Relevant Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant experience of working in information compliance, including Freedom of Information and data protection</li> <li>• Experience of working in a busy office environment within an administrative role</li> <li>• Experience of conducting and advising on Data protection Impact Assessments</li> <li>• Experience of resolving issues and queries independently, providing advice on specialist but established procedures to</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of direct liaison with Information Compliance Regulatory bodies and Data Protection Authorities</li> <li>• Experience of reviewing and providing guidance on contractual clauses related to Information Compliance</li> <li>• Experience of managing high risk data security incidents</li> </ul>

	<p>a range of stakeholders</p> <ul style="list-style-type: none"> <li>• Experience of initiating and implementing process improvements</li> <li>• Experience in managing project administration</li> <li>• Experience of managing low risk data security incidents</li> <li>• Experience of events organisation</li> <li>• Experience of Policy reviews and producing training materials and guidance</li> <li>• Experience of minute taking/notetaking using University protocols</li> <li>• Experience of working with multiple stakeholders</li> <li>• Experience of working with senior colleagues</li> <li>• Experience of using and maintaining databases and record systems</li> </ul>	
<p><b>Disposition</b></p>	<ul style="list-style-type: none"> <li>• Positive, proactive, and flexible</li> <li>• Team player</li> <li>• Ability to manage competing demands</li> <li>• Ability to understand and apply complex legislation</li> <li>• Ability to maintain confidentiality</li> <li>• Able to use initiative and judgement to resolve problems independently</li> <li>• Pragmatic, ability to respond to complex needs with impartiality</li> <li>• Strong interpersonal skills and ability to deal with conflict and sensitive issues</li> <li>• Active listening skills</li> <li>• Assertive, resilient, confident</li> <li>• Ability to provide reassurance and direction in the face of uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt and respond to evolving compliance needs and evolving guidance</li> </ul>

Completed by: Rebecca Daniells

Date: November 2020