

Job Title Head of Information Governance
Local Job Reference JM101/20

Score 602

Band 8b

Status Matched [Band Matched]

Matched to IM&T Service Manager

Job Details

- Promote an effective information governance and risk culture that embeds information governance principles in Trust activities, ensures individual responsibilities are understood and supports good working practices throughout the Trust.
- Proactively be a source of information and expertise on information governance including EU and national legislation, Information Commissioner Directives, Department of Health targets, and translate into strategy and policy that impact across the Trust. This will involve decision making where no precedent exists.
- Ensure the Trust is compliant with all relevant legislation and codes of practice for Information governance.
- Lead on the development of key information governance policies and procedures.
- Responsibility of named Privacy officer for the Trust
- Responsibility for all Notifications to the ICO including all 72 hour breach reports and registration.

Relevant Job Information	National Profile	Profile	Factor Status	JE Score
<p>1. Communication & Relationship Skills Provide high quality, responsive and customer focused advice in response to often complex, contentious and sensitive requests from a wide range of stakeholders including staff, contractors and the public. Proactively disseminate complex and contentious information governance principles to a wide audience where there may be resistance to compliance. Organisational representation of the Trust at local, regional, and national information governance forums to ensure any relevant developments and issues are communicated back and acted upon within the Trust. Organisational responsibility for compliance to the Freedom of Information Act and Data Protection regulations for the Trust.</p>	5ab	5	Matched	45
<p>2. Knowledge, Training & Experience Educated to Masters level in a relevant subject or have equivalent experience. Certificate in Information Security Management Principles or similar or have equivalent experience. BCS (ISEB) qualification in data protection. Certificate in Freedom of Information (BCS). Extensive experience of managing information security and risk. Extensive experience of information governance within an NHS environment.</p>	7	7	Matched	196
<p>3. Analytical & Judgemental Skills Information security, risk and assurance – manage and lead all investigations and reports. Ensure information security and confidentiality breaches, including serious incidents are reported, investigated, resolved, and escalated in a professional manner, and operational and procedural improvements arising from lessons learned are</p>	5	5	Matched	60

implemented. To respond to, investigate and resolve data protection and privacy related inquiries and complaints from data subjects. Be a source of information and expertise on information governance including EU and national legislation, Information Commissioner Directives, Department of Health targets, and translate into strategy and policy that impact across the Trust. This will involve decision making where no precedent exists.

4. Planning & Organisational Skills

Work closely with Execs to develop the IG strategy for the Trust. Support System Owners to develop action plans to address significant areas of risk including the development and maintenance of system specific information policies and related procedures. Manage and coordinate the delivery of action plans and improvement programmes to support Data Security & Protection Toolkit compliance.

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5. Physical Skills

Hand-eye co-ordination, keyboard skills.

2-3a 2 Matched 15

6. Responsibility for Patient/ Client Care

A high level of contact with patients and individuals in regard to Complaints, Investigations and relevant legislation.

1 2 Variation 9

7. Responsibility for Policy/ Service Development

Lead on the development of key information governance policies and procedures. Lead on the development of key information risk and information sharing policies. Author and owner of the Trusts privacy Notice.

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8. Responsibility for Financial & Physical Resources

Effectively manage the information governance team budget.

4ab-5ab 4 Matched 32

9. Responsibility for Human Resources

Lead on the development of training, awareness and communications programmes for all levels of staff aimed at raising information governance awareness and compliance throughout the Trust where there may be resistance to change. Line manage all team members in accordance with HR policies and procedures ensuring that good practice in recruitment, appraisal, performance management and other policies areas is maintained.

3a-5a 4 Matched 32

10. Responsibility for Information Resources

Operational responsibility for information risk, information security, information sharing, information rights. Lead Information Security compliance officer for the Trust. Oversee information security across the Trust, working closely with the Associate Director of IT where necessary so that technical requirements become embedded into robust information security principles. To ensure that data protection is addressed by default and in the design of new systems and information processes.

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<p>11. Responsibility for Research & Development To carry out or facilitate regular privacy audits. Manage a systematic programme of confidentiality audits</p>	1-2a	2	Matched	12
<p>12. Freedom to Act Holds operational responsibility for information governance and will provide expert information governance advice. In the capacity of DPO, independently act and determine the relevant information to be released to the police and other agencies. To maintain expert knowledge of data protection law and practices and how they apply to the current and future work of the Trust. To provide expert advice to staff on the interpretation of DPA requirements Lead on information security compliance and oversee information security across the Trust. Manage information sharing initiatives and agreements, ensuring the Trust's approach is compliant with law and best practice.</p>	4-5	5	Matched	45
<p>13. Physical Effort Sitting, standing, lifting and handling</p>	1	1	Matched	3
<p>14. Mental Effort Frequent and intense levels of concentration. Changeable work pattern, unpredictable on a daily basis</p>	3a	3	Matched	12
<p>15. Emotional Effort Frequent dealing with distressing and emotional situations with patients, staff, and other agencies.</p>	2a	3	Variation	18
<p>16. Working Conditions Office based</p>	1	1	Matched	3