



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description: M76

Information Governance Officer

Main Purpose of Job

To advise on day-to-day aspects of Information Governance and Records Management.

Main Duties

1. Work with the Heads of Service to implement appropriate Information Governance policies in their operational area, providing advice and guidance as appropriate.
2. To provide day-to-day advice and support to Heads of Service and their Managers on relevant Information governance areas, including Data Protection and Freedom of Information.
3. To support the delivery of training and awareness programme to support Information Governance.
4. To monitor and maintain relevant information governance records (e.g. FOI request logs)
5. Liaise with FOI leads at IBC in order to adhere to FOI timescales.
6. To maintain records of non-compliance and “near misses” associated with information governance.
7. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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Ipswich Borough Council Person Specification

Information Governance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	3 years relevant experience and a GCSE in Maths and English at Grade C/Level 4 or above	A Level qualifications or above.	Application/ Certificate Application Interview
Relevant experience	Working knowledge of a broad range of IT and web based applications. Working knowledge of all Microsoft Office applications.	Experience and understanding of information governance issues Experience of planning and implementing organisational culture change	Application Interview
Specialist knowledge	Broad understanding of a range of information governance requirements	Knowledge of the legislative requirements of the Data Protection & Freedom of Information Acts and other information law and how to apply them	Application Interview/test
Personal skills	Demonstrates a customer-focussed and responsive approach that improves service delivery. Ability to build and maintain good working relationships with internal / external organisations. Ability to organise and prioritise workload and meet deadlines.		Application Interview

	Ability to work well as part of a team and also on own initiative. Ability to communicate effectively across a wide variety of media		
Special working conditions			