



**IPSWICH**  
BOROUGH COUNCIL

**Ipswich Borough Council**  
**Job Description: M75**

**Senior Information Governance Officer**

**Main Purpose of Job**

To act as the information governance lead for Ipswich Borough Council, managing and leading on relevant initiatives, including Policy development for Ipswich Borough Council and ensuring criteria are met for publishing relevant “transparency”-related information to the public.

**Main Duties**

1. Work with the Operations Managers, Heads of Service and Corporate Management Team in developing appropriate Information Governance policies and associated guidance. Such Policies to include, but not limited to:
  - Data Protection
  - Freedom of Information
  - ICT Security
  - Local Government Transparency Code
  - Records Management
2. Providing specialised knowledge, guidance and advice on relevant Information governance areas, including Data Protection, Freedom of Information.
3. To identify, manage, coordinate and deliver projects to ensure the efficient and effective implementation of information governance across IBC.
4. To lead the development and delivery of training and awareness programme to support Information Governance.
5. To maintain the organisations notification with the information Commissioner (registration under the Data Protection Act)

6. Responsible for championing and communicating robust information government practices across the Council.
7. To maintain records of non-compliance and “near misses” associated with information governance, and lead on the subsequent mitigation measures to ensure the risk of reoccurrence is minimised..
8. To supervise the information governance officer(s), undertaking regular one-to-ones and developing their work programme in line with the relevant Service Operations Plan.
9. 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

**SENIOR Information Governance Officer**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<p>A Degree or an NVQ Level 6 in a managerial or professional field and 3 years qualitative experience.</p> <p>Evidence of continued professional development</p>	<p>Specialist qualifications in ICT Security and/or Information Governance</p>	<p>Application/ Certificate</p> <p>Application Interview</p>
<b>Relevant experience</b>	<p>Experience of working at a senior management level</p> <p>Ability to demonstrate skill in working in a corporate and political environment</p> <p>Experience of writing organisation wide strategies, policies, procedures and training material</p> <p>Experience of writing and presenting reports to senior management</p> <p>Experience of leading &amp; managing staff</p>	<p>Experience and understanding of complex information governance issues</p> <p>Experience of planning and implementing organisational culture change</p>	<p>Application Interview</p>
<b>Specialist knowledge</b>	<p>Practical/ operational experience in developing and implementing information governance strategies, policies and management procedures</p> <p>Knowledge of the legislative</p>	<p>Broad knowledge and an understanding of computer and confidentiality related legislation and professional standards</p> <p>Knowledge of the</p>	<p>Application Interview/test</p>

	requirements of the Data Protection, Freedom of Information Acts and other information law and how to apply them	ISO15489 records management standard	
<b>Personal skills</b>	<p>Demonstrate effective presentation and communication skills.</p> <p>Ability to lead, motivate and develop staff/contacts in a performance focused culture.</p> <p>Demonstrate a sound understanding of equal opportunities and diversity issues in relation to employment and service delivery.</p> <p>Ability to work collaboratively building trust, mediating, conciliating, negotiating and delegating.</p> <p>Demonstrate a customer focused and responsive approach that improves service delivery</p>		Application Interview
<b>Special working conditions</b>	Ability to attend evening meetings		Application Interview