

# Information Governance Assistant – Grade 7

## Job purpose

At Kirklees we want to be innovative and creative in the way we work with our citizens. Local democracy is all about local citizens and being part of decisions that affect our everyday lives. It is about what happens on our streets, in our neighbourhoods and across Kirklees.

The Council wants to make the best use of personal data, information, and records across its services, whilst ensuring legal requirements are met. As part of the Information Governance team, you will work with colleagues and partners to ensure all information governance activities are achieved on time, to a high standard and are legislatively compliant. You will play an important role in facilitating data sharing internally, between the council and partner agencies to enable data to be used to provide improved public services.

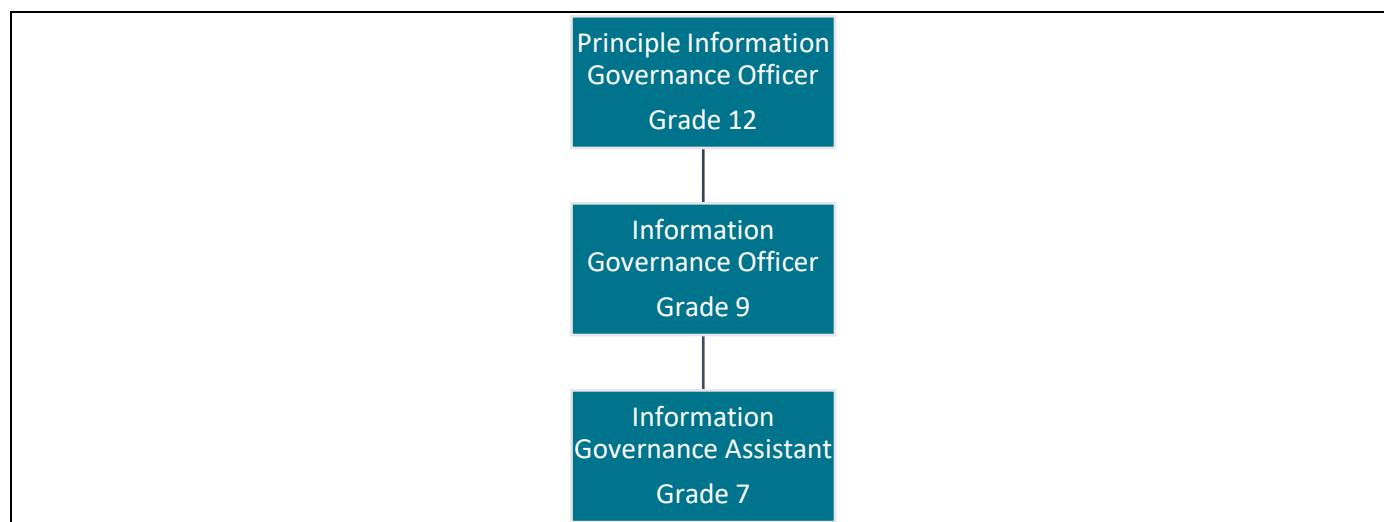
This role is based within [Corporate Strategy, Commissioning & Public Health](#) Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Provide specialist advice and guidance in relation to all aspects of information governance including records management, legislative compliance and information sharing and security. This can include advising on statutory timescales for each of the information access regimes, the rights and obligations created by each piece of legislation, as well as exemptions to disclosure; internal processes for creating and using required documentation; signposting to further guidance; escalating queries where required.
- Working with colleagues in the Information Governance team, you will answer and respond to queries to appropriately resolve issues and cases.
- Co-ordinate with the appropriate internal networks and, where required, respond to Freedom of Information (FOI), Environmental Information Regulation (EIR), General Data Protection Regulations (GDPR) and Subject Access Requests (SARs) ensuring responses are appropriate and within statutory timescales, assessing and mitigating risk. This can include progress chasing and coordinating responses which are sensitive and can contain distressing information relating to child sexual exploitation, sexual abuse, emotional abuse and other distressing and very personal situations.
- Ensure steps are in place to protect all relevant forms of personal data by supporting Services to complete Data Protection Impact Assessments and provide advice on issues relating to the use and processing of personal data.
- Examine and investigate how the council responds to information security incidents, clarifying responsibilities (both the council and third parties), stipulating actions to recover data and assessing the impact of any loss to individual data subjects.
- Ensure Council Records are catalogued and stored appropriately at the Central Archive, answering questions from Services, and ensuring files requested are dispatched and returned following the appropriate procedures in a timely manner.
- Exercise informative and motivational skills in relation to other staff when discussing technical IG matters and compliance/legal issues. This will include supporting in the delivery of training/workshops for employees, managers, and councilors.

- Advisory, guiding, and persuasive skills in order to encourage others, both internal and external, to adopt a particular course of action in relation to IG issues and legal compliance in both oral and written format. This could be with senior managers, partners, or members of the public.
- Analytical and judgmental skills to analyse and interpret complex IG information/requests and make an informed judgement and important compliance decisions. Flexibility in approach to changes in service needs is important and the post holder will have responsibility for maintaining accurate and confidential records.
- Work closely with officers in a range of services to develop and implement changes to the information governance approach within a Service, Directorate or across the council to support IG initiatives, standards and best practice; however, adaptations will need to be made that are appropriate to the Directorate, the services they provide and the information they hold.
- Carry out minute taking responsibilities at internal and regional meetings.
- Manipulation of data to produce statistics etc for the use in management reports. This is done on at least a monthly basis.
- Work through personal social work files for children and adults, when completing a Subject Access Request for GDPR compliance, to redact information which cannot be released. This can result in the individual being subject to sensitive and distressing information relating to child sexual exploitation, sexual abuse, emotional abuse and other distressing and very personal situations.
- Collate files for public inspection and provide support and assistance as part of such inspection

## Position of job in organisational structure



## Employee Specification

| Knowledge, qualifications, skills, and experience   | Shortlisting criteria |
|---|-----------------------|
| Knowledge and experience working with the Freedom of Information Act 2000, Environmental Information Regulations 2004, General Data Protection Regulation 2016 and Data Protection Act 2018 | Essential             |
| Knowledge and experience of Information Governance principles.  | Essential             |

| <b>Knowledge, qualifications, skills, and experience</b>  | <b>Shortlisting criteria</b> |
|---|------------------------------|
| Knowledge and experience of project planning and implementation and able to work to critical deadlines when under pressure  | Essential                    |
| Proficient IT skills (e.g., Microsoft Office packages) and the ability to use bespoke IT systems to manage workloads and enhance the work of the service                    | Essential                    |
| Works effectively with other members of the team to ensure that tasks and projects are completed to the required timescales.  | Essential                    |
| Approachable, flexible, and effective working style, able to work successfully as part of a diverse team.   | Essential                    |
| Literacy and numeracy skills to be able to produce documentation.   | Essential                    |
| Excellent communication skills, both written and oral.  | Essential                    |
| Committed to personal and career development and willing to undertake further development.  | Essential                    |
| Willingness to travel between locations, either on foot or using public transport. Possession of a driving licence and a car available for work may be desirable.           | Desirable                    |
| Accepts a basic DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process. | Essential                    |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

|              |           |                    |              |
|--------------|-----------|--------------------|--------------|
| Job Category | Democracy | Grading ID         | 66630        |
| Job ID       | 80102877  | Last Updated       | October 2020 |
| Job Focus    | No        | Career Progression | No           |

### Contractual Variants

|               |        |                        |       |
|---------------|--------|------------------------|-------|
| DBS Category  | Other  | DBS Type               | Basic |
| Health Check  | No     | Politically Restricted | No    |
| 24/7 working  | No     | Public Holidays        | No    |
| Night Working | No     | Alternating Pattern    | No    |
| Standby       | No     | Other                  | No    |
| Checked by HR | M Lunn |                        |       |