

Principal IG Officer (Team Leader) – Grade 13

Job purpose

The Information Governance (IG) team leads on an ambitious programme of information governance and corporate customer standards across Kirklees Council, having regard to relevant legislation and the requirements of services, the IG Strategy and the Council Plan.

The Principal IG Officer (Team Leader) has responsibility for the IG Team to support the development of effective and robust Information Governance and Information Management systems and procedures for the Authority. In particular you will have responsibility for delivery of an IG framework that ensures the Council's meets its statutory and legal obligations in respect of Information Governance, Information Security, Information compliance which includes Data Protection, Freedom of Information, Information Sharing, data quality and assurance and information management.

This role is based within Governance and Commissioning.

Find out more about [working for Kirklees](#).

Key areas of responsibility

Support the Information Governance Manager in the development and implementation of the Information Governance Framework, the Information Governance Strategy and associated IG Policies

Provides technical oversight and leadership across a range of IG areas including legislative compliance, Records Management, Information Security, Information Sharing and IG training and awareness.

Provision of robust, specialist advice and support to the Council Services or Directorates and Partner organisations on compliance with Information Governance legislation.

Provide Services Directorates and councillors with regular, risk assessed reports on the health of information access, sharing and security within the council and the council's relationship with the Information Commissioner

Perform as the deputy Data Protection Officer, acting as the organisations information conscience and reporting high risk issues to the Service Director, who is the Senior Information Risk Owner (SIRO), as necessary.

Ensure the council is complying with statutory requirements for the notification and publication of information as required In the Freedom of Information Act, Data Protection Act, GDPR, Environmental Information Regulations and any other associated legislation

Ensure that the council wide network of information request responders are fully trained and operate effectively within the councils legislative requirements.

Ensure the council has an effective and robust approach to sharing information with partners and agencies which protects the council and the public

Works closely with Senior Leadership and senior managers to ensure all IG -related activities resulting from service priorities are appropriately resourced and resolved.

Ensure the resources of the IG Team are effectively deployed across Huddersfield town centre offices, the archive at Red Doles Lane and a home office environment allowing self, team and service to meet required standards

Is approachable, open and constructively manages barriers to communication, considering any relevant contextual factors

Keeps accurate and complete records of activities and communication consistent with legislation, policies and procedures

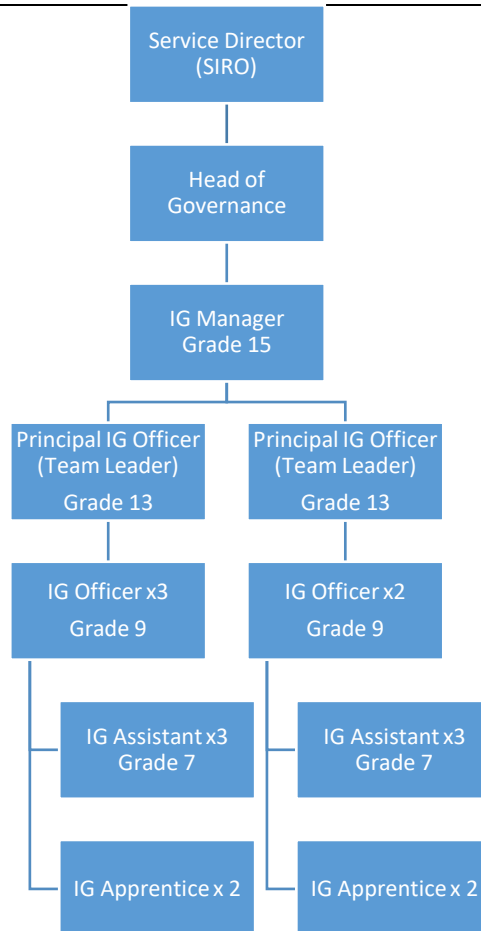
Identifies, consults and agrees with others the areas for service improvement and prioritises competing interests, making decisions around how improvements will be taken forward and implemented

Maintains and sustains policy and strategy direction until they are firmly embedded in the culture, inspiring others with future direction.

Develops and implements robust and effective processes for dealing with customer complaints and compliments.

Implements effective training activities, to ensure ICO standards are achieved, for council officers and councillors.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of information access legislation and its application to a local authority.	Essential
Knowledge of how large organisations operate and an understanding of working in a political environment, governance and accountability issues.	Essential
Experience of providing practical and pragmatic support to councillors and senior officers.	Essential
Ability to interpret complex information and present it in ways that are easy to understand.	Essential
Experience at management level with a relevant degree or equivalent or demonstrate ability to produce work to this standard.	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 2. Find out more about [Council Behaviours and Expectations](#).

General information

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

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		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			