WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

JOB DESCRIPTION

POST TITLE: Information Governance Administrator.

GRADE: Grade 3.

RESPONSIBLE TO: Information Governance Manager.

RESPONSIBLE FOR: None.

PURPOSE OF POST: To provide administrative support for the Information Governance team and the wider Corporate Services functions.

MAIN DUTIES AND RESPONSIBILITIES:

First Area:

1. Provide administrative assistance to the Information Governance team.

2. Provide administrative support for Corporate Services.

3. Coordinate the administration of Freedom of Information and Data Protection requests including meeting deadlines according to legislative requirements.

4. Give advice and guidance to staff and managers on Freedom of Information and Data Protection matters.

5. Respond to Freedom of Information requests on behalf of the Information Governance Manager.

6. Create and manage databases to record data and enable interrogation of information and creation of reports.

7. Provide administration for the Information Governance and Security Group and the Corporate Information Management Group including formulating electronic agendas, booking attendees and rooms, taking minutes, and preparing action logs.

8. Typing of correspondence, memos, and reports.

9. Provide and manage the timely receipt and actioning of requests for information received via the website using own initiative.

10. Scanning documents and ensuring quality control.

11. Assist in the design, creation, and maintenance of corporate document management system.

12. Assist in the design, creation and maintenance of appropriate information logs and audit trails.

13. Conduct website auditing to ensure that information published on the website is current and accurate.

14. Carry out access permission audits of information held within the team and ensure that other departments carry these out.

15. Ensure the Transparency site on the website is updated regularly including contacting departments to provide information to be published.

16. Provide administrative support for the Publication Scheme including document creation and re-formatting.

17. Update records and preparation of appropriate reports.

18. Interrogate databases and create management reports.

19. Carry out research on various matters as requested.

20. Assist the Information Governance Manager to ensure that all information governance policies are up to date and published.

21. Maintenance of the Information Asset database providing advice and assistance to departments to ensure accurate records.

22. Assist in the preparation of Subject Access Requests ensuring confidentiality and compliance with legislative timescales.

25. Participate in training activities as specified.

Second area:

26. To Implement and promote the Authority's:
   a) Health and Safety policies
   b) Equality and Diversity policies
   c) Information Security Management System policies
   d) Safeguarding policies
   e) Business continuity policy and contingency arrangements.

27. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

28. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.

29. Responsibility for ensuring any data produced in relation to the post is accurate and current.

30. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.

31. Undertake any other duties commensurate with the grade of the post as directed by line management.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e., items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application,' will be shortlisted, i.e., criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

PERSON SPECIFICATION.

	Experience.	Essential/ Desirable.	Source.
1	Experience of word processing systems and keyboard skills.	Essential	Application/test
2	Extensive administrative experience in an office environment.	Essential	Application/interview
3	Extensive experience of MS products i.e. Excel, Word, Outlook.	Essential	Application/test
4	Experience of MS SharePoint.	Desirable	Application/interview
5	Experience of data capture to produce accurate statistical information.	Essential	Application/interview
6	Ability to exercise a high level of initiative, tact, discretion and diplomacy, and experience of dealing with sensitive and confidential information.	Essential	Application/interview

	Education and Training.	Essential/ Desirable.	Source.
7	Must demonstrate a good standard of education and be both numerate and literate.	Essential	Application/interview
8	Qualified to, at least, OCR Text Processing Level III or equivalent word processing qualification or the ability to achieve this qualification.	Desirable	Application/interview

	Special Knowledge and Skills.	Essential/ Desirable.	Source.
9	Ability to work with and contribute to a team environment.	Essential	Application/interview
10	Good organisational skills to effectively handle the administrative work of the department.	Essential	Application/interview

11	Ability to work flexibly in relation to the needs of the post.	Essential	Application/interview
12	Ability to work under high levels of pressure to tight deadlines.	Essential	Application/interview
13	High level of written and oral communication skills to deal with internal and external stakeholders.	Essential	Application/interview
14	Ability to analyse and interpret data and reach robust conclusions.	Essential	Application/interview
15	Knowledge of Freedom of Information and Data Protection legislation.	Desirable	Application/interview
16	Demonstrate commitment to ensuring good data quality in all aspects of work.	Essential	Application/interview
17	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Interview
18	Ability to work independently, use own initiative, organise own workloads and make decisions.	Essential	Application/interview
19	Ability to produce accurate minutes.	Essential.	Application/interview.

Reviewed: 12 January 2023