

Information Governance Officer

Department: Health and Community Services

Division: Group Medical Director

Reports to: Information Governance Lead

JE Reference: HCS1049

Grade: CS10

JE Date: 1/11/2021

Job purpose

The Information Governance Officer supports an organisation wide information governance and compliance capability which embeds best-practice into processes and procedures. They will provide advice that ensures Health and Community Services (HCS) complies with data protection legislation and principles which underpin data processing in the health and social care setting.

Job specific outcomes

- Act as a specialist resource on data protection and compliance for the organisation, reviewing processes and requirements ensuring that any implemented changes are compliant with statutory regulation, and in line with the Caldicott Principles.
- Lead, develop and implement operational records management initiatives which meet the needs of the organisation to ensure compliance with all legal and regulatory requirements.
- Conduct an internal investigation of relevant security incidents, complaints, and alleged breaches regarding misuse of information held by the organisation to ensure the appropriate response is actioned.
- Support the Information Governance Lead in auditing access to HCS systems and information in order to ensure that data is used appropriately and in line with HCS Policy.
- Define and maintain data process maps within the organisation and between third party and partner organisations where appropriate, providing advice to mitigate any risk the organisation is exposed to in these relationships.
- Assess the impact on privacy of HCS initiatives and requirements, including system implementations and programmes.
- Support the Disclosure Service ensuring that Subject Access Requests (SARs) and other record requests are appropriately managed and processed in line with expected timescales.
- Provide advice and guidance to staff and members of the public on issues relating to data protection and data processing, providing advice where issues of confidentiality and

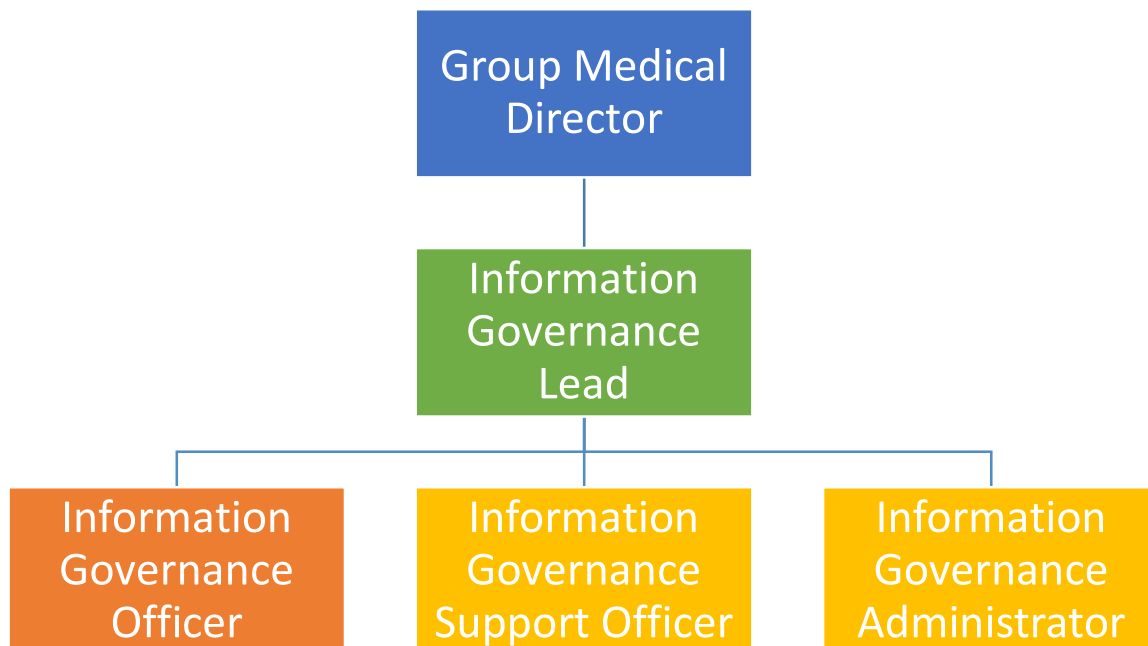
patient/staff information are involved to ensure ease of access, transparency and confidence in the process.

- Maintain a current knowledge of records management developments and initiatives, statutory regulations and legislation, communicating non-compliance issues or risks to the Information Governance Lead.
- Proactively identify and monitor legislation and policy that may impact the organisation.
- Support where necessary the organisation's response to Freedom of Information requests.

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role		
ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> Educated to degree level in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience 	<ul style="list-style-type: none"> Practitioner Certificate in Data Protection
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> Knowledge of the organisation and services within Health and Community Services Knowledge of frameworks, tools, and methodologies to be applied to HCS Records Management Technical knowledge of data protection and compliance regulation and associated statutory responsibilities 	<ul style="list-style-type: none"> Knowledge of privacy standards across health and social care settings
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<ul style="list-style-type: none"> Excellent IT and report writing skills. Ability to understand complex legal requirements with which the organisation must comply 	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> Ability to manage multiple stakeholders across the organisation Ability to communicate with impact - excellent verbal, written, and listening skills Excellent interpersonal skills - able to build relationships internally and externally Trusted to maintain highest level of confidentiality as will be in contact with sensitive personal information about clients and patients 	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> Experience of working in a regulatory/compliance environment Experience of working in a similar role within a government setting Understanding of all applicable laws and regulations 	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.