

## Information Governance Lead

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**Department:** Health and Community Services

**Division:** Group Medical Director

**Reports to:** Group Medical Director

**JE Ref:** HCS582

**Grade:** CS12

**JE Date:** 20/04/2020

### Job purpose

The Information Governance Lead will be accountable for ensuring Health and Community Services (HCS) are compliant with data protection legislation and principles which underpin data sharing in the health and care setting. They will also be accountable for co-ordinating all matters in relation to the Freedom of Information (FOI) law on behalf of HCS.

### Job specific outcomes

1. Responsible for Subject Access Requests (SARs) from HCS, ensuring that only the legally allowable information is released and requests are assessed for right of access and informed consent in order to comply with data protection law and principles/standards.
2. Responsible for ensuring there are suitable mechanisms for access to, and disclosure of, records and that relevant management information relating to requests is maintained to allow review in the event of a complaint and ensure compliance with all standards.
3. Responsible for co-ordinating all matters in relation to FOI requests ensuring compliance with the One Government approach.
4. Responsible point of contact to the Office of the Information Commissioner to ensure that all uses are in accordance with the Data Protection Law.
5. Manage 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.
6. Ensure HCS compliance with the data protection law and principles/standards by developing and implementing policies and procedures for the secure and efficient management of clinical and corporate records, ensuring that HCS complies with all relevant Jersey legislation and that the department is kept abreast of changes to local and UK legislation.
7. Lead on the investigation of any major data protection matters in order to expose poor practice and promote learning.

8. Develop and communicate an action plan to ensure compliance with the NHS information governance toolkit. Co-ordinate the activities required to implement the action plan to embed good information governance practice within the organisation.
9. Responsibility as the Caldicott Guardian for HCS to ensure the corporate position is maintained ensuring compliance with the prescribed principles.
10. Promote ongoing awareness across the whole of HCS on Information Governance in health and care setting and the consequence of non-compliance.

### Statutory responsibilities

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

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Qualification in information management  Data protection certificate	Masters in information management
<b>Knowledge</b> <i>This relates to the level and breadth of practical</i>	Knowledge of information governance, data protection legislation and FOI legislation	

<p>knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Knowledge of projects such as the e-agenda and the records management strategy.</p> <p>Demonstrate an excellent knowledge of GDPR and Caldicott Principles.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Proven IT skills in MS office applications (word, outlook, PowerPoint, excel, and access)</p>	
<p><b>General Skills/Attributes</b> <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>	<p>Possess excellent interpersonal skills</p> <p>Proven track record in training.</p> <p>Demonstrate a self-motivated approach to the achievement of goals</p> <p>Ability to develop and apply creative solutions</p>	
<p><b>Experience</b> <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>	<p>Extensive experience of records management (paper, electronic and other), data protection, Caldicott Principles, Information Quality Assurance and ICT Security</p> <p>Recent experience in a similar post of working at a senior management level</p>	

### 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 4 core accountabilities attributes and behaviour indicators.

### Additional job information (for job evaluation only)

The following sections are included to ensure that a complete picture of the job can be gained for job evaluation purposes. The requirements of the job are summed up in the preceding sections; nothing in the following sections should sit at odds with the earlier information to word count for