

Governance and Records Officer

Department: Infrastructure, Housing and Environment

Division: Office of the Director General

Reports to: Governance and Records Manager

JE Ref: IHE500

Grade: CS09

JE Date: 15/10/2020

Job purpose

Enabling and promoting compliance and effective use of data, information and knowledge to support the management and maintenance of data and records systems and databases across the department.

Job specific outcomes

Undertake effective records management for the department, providing structure for recording, filing, archiving, retrieving, and destroying documents, in compliance with the law and corporate and departmental policies, procedures and retention schedules.

Manage and co-ordinate data request activities, undertaking collation of information and research applicable to FOI and Subject Access Requests received by the department, structuring responses in accordance with FOI and Data Protection legislation, applying exemptions and carrying out harm tests as appropriate and in a manner which will minimise the prospect that decision-making will be overturned if a complaint is made to Information Commissioner.

Be the focal point for dissemination of data protection advice and guidance within the department by providing guidance on exemptions, applying the principles, application and explanation related to redaction of data, appropriate handling of requests based on classification, including sensitive requests etc.

Liaise with internal stakeholders, other departments, and external agencies to organise the effective management, retrieval, redaction and release of adequate data in response to information requests.

Act as a specialist resource on data protection, freedom of information and public records laws ensuring compliance for the department, reviewing processes and requirements ensuring that any implemented changes are compliant with statutory regulation; also ensuring confidential information remains so at all times.

Act as data security officer, carrying out information risk management and ensuring office and business security measures are in place and staff access to data is documented and maintained in accordance with appropriate standards and regulations.

Provide support and guidance to operational managers in the monitoring of projects and programmes to ensure compliance with data and information management legislation, policy and guidelines.

Review and re-organise information and data transmission permissions and procedures for operational purposes, ensuring the governance related to data management which underpins

departmental activities is in place.

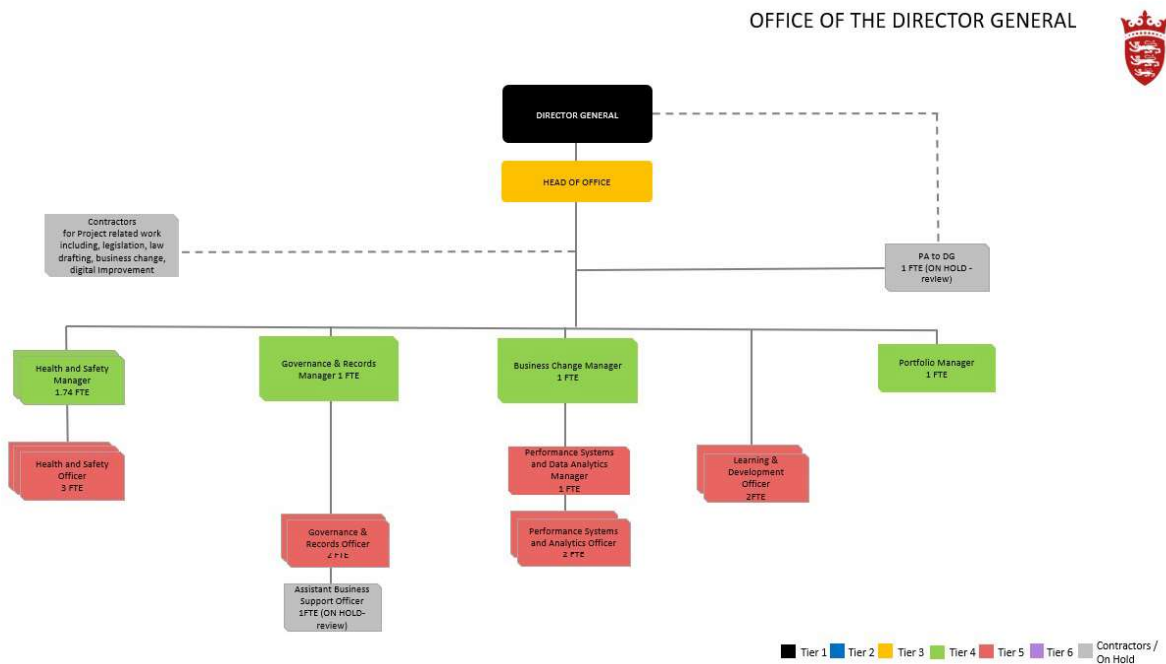
Provide support in the investigation of any major data protection matters to expose poor practice and promote ongoing awareness of Information Governance and the consequence of non-compliance.

Deputise on behalf of the Manager as and when required, providing representation in corporate meetings related to data security and governance and liaison with third parties, agencies, and external stakeholders; also getting involved in investigations of data protection matters if required or any other delegated matter.

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>	<p>Level 5 academic (foundation degree) or vocational qualification or equivalent gained by practical experience in an Information Governance role</p> <p>Practitioners Certificate in Data protection</p>	
<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>	<p>Knowledge of:</p> <p>Information governance, data protection legislation and FOI legislation</p> <p>Knowledge and understanding of legislation and policy as it relates to management information and records in the public sector</p> <p>Demonstrate an excellent knowledge of GDPR</p>	<p>Knowledge of:</p> <p>The activity and processes of Government</p> <p>Management reporting as it relates to this role</p> <p>The departmental priorities, key objectives, risks and issues relevant to the role</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package</p> <p>Ability to understand complexities of the Data Protection and Freedom of Information Laws in order to be able to apply exemptions and carry out harm tests as appropriate</p> <p>Ability to use technical business applications designed to capture, store, manipulate and analyse technical data as relevant</p>	

<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>	<p>Strong problem solving, negotiation and influencing skills</p> <p>Ability to communicate with impact – excellent verbal, written and listening skills</p> <p>Excellent interpersonal skills – able to build strong relationships internally and externally</p> <p>Ability to maintain the highest level of confidentiality</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers) to a high level for presentation</p>	
<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>	<p>Demonstrable experience of:</p> <p>Working with all laws relevant to this role as well as knowledge of privacy standards within government.</p> <p>Business planning and risk assessment</p> <p>Competent in defining, documenting and carrying out small projects or sub-projects alone or with a small team, actively participating in all phases</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 Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Organisational structure

