

POST TITLE	INFORMATION COMPLIANCE OFFICER
DIRECTORATE	CHIEF EXECUTIVE'S OFFICE
SERVICE	GOVERNANCE & DEMOCRATIC SERVICES, INFORMATION GOVERNANCE UNIT
RESPONSIBLE TO	INFORMATION RIGHTS & COMPLIANCE MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Responsibility for supporting the Council's compliance with its statutory obligations under Scotland's freedom of information laws, data protection legislation, and other information related legislation.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Help develop, implement and embed information compliance policies and processes across the Council in relation to data protection, freedom of information, and other associated legislation.
- Develop and administrate the Council's process in relation to Data Protection Impact Assessments (DPIAs), including providing training, audit, and assessment.
- Assist with the maintenance of a register of data sharing agreements ensuring all information sharing agreements, protocols and procedures are current and fit for purpose.
- Provide a focal point for advice on queries from internal and external stakeholders, in line with Council policy, procedures and statutory obligations, to ensure appropriate levels of awareness around information compliance while minimising any potential information risks.
- Assist with the provision of regular performance reports for senior management and highlighting of information risks.
- Support the investigation of all data protection breaches to ensure they are monitored, mitigated and reported.
- Respond to requests for review under access legislation and Council processes (when required) to ensure statutory timescales and requirements are met, including submissions to regulators as required.
- Audit and assess information compliance and information governance practices across the Council.
- Subject to the approval of the Information Rights & Compliance Manager, the post holder will take responsibility for the preparation and content of reports, strategic plans, briefings, presentations other documents for Council meetings, external agencies, senior officers (including the Council Management Team) and the relevant committees, as well as business and stakeholder groups.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
- Support the Council's democratic process, including Executive Committees, Neighbourhood Partnerships, meetings of the Council, Elected Members etc. Participate in Council groups and activities to promote better information compliance.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post will require knowledge and skills equivalent to a postgraduate level in a relevant discipline.

- The post holder is required to help develop and implement policies and processes for use across the Council in relation to information compliance. This will involve solving a range of information governance and management related issues and giving advice based on professional knowledge.
- The post holder is required to develop and maintain effective relationships with internal and external stakeholders. These relate to the delivery of a specialist service and will have a wide-ranging impact on the Council's ability to comply with information governance legislation.
- The post holder will work cross all Council services with officer contact at all levels within the organisation, including the provision of expert advice and guidance, and representation on internal and external working groups. The post holder may be required to overcome opposition in the provision of the service.
- The post will provide advice, recommendations and proposals to Council staff relating to policy, service practice and provision for specialist services impacting across the Council.
- Decisions made by the post holder will help the Council to meet its statutory obligations under information governance legislation.
- Decisions are subject to scrutiny and sanction from external regulators and impact across all Council directorates covering the entire City.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will have autonomy to allocate their own time to prioritise workload, resolve problems, queries and interruptions.
 - Although the post may be exposed to some adverse physical demands these will be predominantly within a range of normal office-based activities.
 - Although the post may be exposed to some adverse working conditions these will be predominantly within a range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- No supervisory responsibility other than assisting in work familiarisation and providing general guidance to other staff etc.

RESOURCES

- Responsible for the equipment and materials associated with the post.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Additional information can be found in the [Council Health and Safety Policy](#).