

# Recruitment person specification

Post being recruited for: Information Asset Officer .....

## Council core competencies

**These apply to all posts**

**These apply to posts with responsibility for managing people or resources**

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

## Person specification

**Category**

**Essential**

**Desirable** (not every post needs desirable requirements)

**Experience**

Experience of responding to information requests from a range of requesters, both internal and external

Experience of working in an organisation of comparable scope, size and complexity

Experience of dealing with subject access requests and/or other statutory requests under data protection legislation

Experience of working in an archive service or managing records

Experience of advising internal stakeholders on a range of issues

Experience of reviewing and summarising governance arrangements and legislation

<b>Knowledge, skills and understanding</b>	<p>Understanding of local authority functions, activities and typical information assets, especially those associated with social work</p> <p>Ability to develop and maintain strong and positive relationships with colleagues to influence behaviours and project outcomes</p> <p>Ability to negotiate and communicate effectively at all levels within the organisation (both verbally and in writing) and present arguments / views and information in a coherent and cogent manner</p> <p>Strong evaluation and analytical skills and the ability to analyse a range of different Council information assets</p>	<p>Knowledge and understanding of relevant professional, regulatory and statutory frameworks in relation to Scottish local government information governance requirements</p> <p>Knowledge and understanding of data protection legislation and associated codes of practice in relation to information rights under UK GDPR and the Data Protection Act 2018</p>
<b>Qualifications and training</b>	<p>The post will be expected to be qualified to SVQ4 or equivalent.</p>	<p>Recognised practitioner certificate in data protection or equivalent experience</p>
<b>Job specific requirements</b>	<p>Knowledge of historic and current social work legislation</p> <p>Understanding of historic and current social work information assets</p>	<p>Experience of supporting responses to statutory inquiries</p>