

<b>Post title</b>	<b>Information Asset Officer (Scottish Child Abuse Inquiry)</b>
<b>Division / Section</b>	<b>Legal &amp; Assurance / Democracy Governance &amp; Resilience / Information Governance Unit</b>
<b>Department</b>	<b>Corporate Resources</b>
<b>Responsible To</b>	<b>Information Asset Manager</b>
<b>Number of post holders</b>	<b>2</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

Assisting with the Council's response to the national child abuse inquiry, supporting care experienced individuals accessing their care records and ensuring that current and historic social care information and records are appropriately managed in line with statutory and regulatory obligations.

Assisting with the wider development and promotion of effective information asset management across the Council, with particular reference to archives and records management, including the provision of an effective archives service for the City of Edinburgh and its citizens.

### **MAJOR TASKS/JOB ACTIVITIES**

#### SPECIFIC

- Manage and respond to requests for personal data from care experienced individuals under UK GDPR and the Data Protection Act 2018.
- Manage and respond to requests for personal data from the police and other agencies and parties.
- Assist the Council's response to the national child abuse inquiry through the location and collation of historic and current social care information and records.
- Assist in researching best practice, processes, methodologies and approaches to upholding and facilitating the information rights of care experienced individuals.

#### GENERAL

- Triage and log archive and records management queries made to the team from internal and external stakeholders, responding directly as required in line with Council policy, procedures and statutory obligations.
- Support the City Archives' public service when required by invigilating the archive searchroom and assisting in the production and return of archive items.
- Support Council staff in using the Council's offsite records centre via account management, guidance and trouble shooting.

- Generate disposal reports and manage routine disposals from the offsite records centre, ensuring the process is followed correctly with appropriate review and authorisation by Council managers.
- Maintain and support the Council's Information Asset Register across all Council service areas.
- Maintain and support the Council's master records retention schedule across all Council service areas.
- Maintain and support the Council's business classification scheme to ensure it covers information management activity across the Council.
- Assist with information governance assessments as required, including the Council's annual information governance maturity assessment.
- Support information governance projects when required.
- Assist with the provision of regular performance reports for senior management with particular emphasis on highlighting information risks.
- Assist with the preparation and content of reports, strategic plans, briefings, presentations and 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 help to drive effective change in relation to the management of the Council's information assets.
- Support the implementation of information governance policies to ensure full adoption across the Council promoting understanding and alignment with the council's aims and objectives.
- Support the Council's democratic process, including Executive Committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

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

### ROLE SPECIFIC

- The post holder is required to develop and maintain knowledge and skills on trauma informed practice.
- The post holder will uphold the information rights of individuals and organisations in a trauma informed manner. Insensitive or inappropriate disclosure of information can cause significant distress or trauma and result in potential legal action and enforcement action from external regulators.

### GENERAL

- The post holder will be expected to be qualified to SVQ4 or equivalent.
- The post holder is required to assist with the development and implementation of policies and processes in relation to developing, supporting, and maintaining information asset management across the Council. This will involve solving a range of information governance and management related issues and giving advice based on specialist knowledge.

- The post holder is required to develop and maintain effective relationships with internal 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 advice and guidance, and representation on internal working groups.
- 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 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)**

### SPECIFIC

- The post holder will view and process information which can be distressing and upsetting in terms of content, including information and personal data relating to children, young people and vulnerable adults, and individuals from a care experienced background.
- The post holder will handle and process information which is confidential and sensitive in nature concerning Council functions and activities.

### GENERAL

- The post holder will have autonomy to allocate their own time to prioritise workload, resolve problems, queries. and interruptions.
- The post holder will work primarily in an office environment; however, on-site attendance at the Council's Archives Store and Records Centre will be required on a regular basis. This will involve major physical effort (e.g., moving records) and may place physical demands on the post holder.
- This is a post based in both an office and warehouse environment. In addition, the post holder will be required to visit a range of Council offices and sites and may have to work in very demanding conditions, including warehouses, basements, and attics.

## **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 and volunteers.

## **RESOURCES**

- Responsible for the equipment and materials associated with the post, including a shared responsibility for service specific archival and records management software.

## **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.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

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