



<b>POST TITLE</b>	<b>SENIOR INFORMATION RIGHTS OFFICER</b>
<b>DIRECTORATE</b>	<b>CORPORATE SERVICES</b>
<b>SERVICE</b>	<b>INFORMATION GOVERNANCE</b>
<b>RESPONSIBLE TO</b>	<b>INFORMATION RIGHTS &amp; COMPLIANCE MANAGER</b>
<b>NUMBER OF POST HOLDERS</b>	<b>1</b>
<b>ACTING UP/ SECONDMENT</b>	<b>NO</b>

#### **PURPOSE OF JOB**

The postholder is one of two who will support the Information Rights & Compliance Manager in managing the day-to-day operations of the Information Rights Team. This will involve upholding the information rights of individuals under Scotland's freedom of information laws and data protection legislation. The post will also support other information access and re-use regimes, such as the Re-use of Public Sector Information Regulations 2015, and the Pupils' Educational Records (Scotland) Regulations 2003.

#### **'THE WHAT' – MAJOR TASKS AND JOB ACTIVITIES**

- Day-to-day coordination of the Information Rights Team in relation to freedom of information or data protection activities (or both, when required) to ensure that all statutory requests for information are processed lawfully and appropriately, in accordance with access legislation and Council policy.
- Ensure that all internal and external stakeholders receive appropriate levels of support and assistance from the Information Rights Team in a manner which is people-centred, and trauma informed.
- Subject to the approval of the Information Rights & Compliance Manager, plan and prioritise team workload(s) to manage demand and expectations from internal and external stakeholders.
- Quality assure Subject Access Requests or Freedom of Information responses through peer review.
- Encourage and support colleagues from across the organisation to pro-actively publish information to satisfy statutory obligations and the Council's policy commitment to transparency and accountability.
- Provide a focal point for advice on queries from internal and external stakeholders, in line with Council policy, procedures, and statutory obligations.

- Subject to approval of the Information Rights & Compliance Manager, prepare regular performance reports and statistics for internal use and external regulators, as required.
- Identify, highlight, and record any information risks identified through the information rights process and escalate as appropriate.
- Provide guidance and training to Council services and the public to ensure appropriate levels of awareness around information rights and statutory responsibilities under the direction of the Information Rights & Compliance Manager.
- Research and identify best practice, processes, methodologies, and approaches to upholding and facilitating the information rights of individuals, and implement as appropriate under the direction of the Information Rights & Compliance Manager.
- Assist the Information Rights & Compliance Manager with the preparation and content of reports, strategic plans, briefings, presentations and other documents for Council meetings, external agencies, senior officers (including the Council Leadership Team) and the relevant committees, as well as business and stakeholder groups.
- Support the Council's democratic process, including Executive Committees, Locality Partnerships, meetings of the Council, Elected Members etc.
- Subject to approval of the Information Rights & Compliance Manager, provide information rights advice to external organisations and partners, including the Edinburgh Integration Joint Board and Lothian Pension Fund.
- Represent the Council at regional and national groups which relate to information rights issues, as required.
- Participate in Council groups and activities to promote information rights and compliance.
- This list is indicative of activity, not exhaustive, and describes a range of typical activities undertaken by the post holder.

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

- Knowledge of legislation and associated codes of practice, including the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004, the INSPIRE (Scotland) Regulations 2009, UK GDPR, the Data Protection Act 2018, the Re-use of Public Sector Information Regulations 2015, and the Pupils' Educational Records (Scotland) Regulations 2003.
- Excellent communication, engagement and team building skills, which inspires people to be at their best.
- The post holder is required to develop and maintain effective relationships with internal and external stakeholders which relate to the delivery of a specialist service, and the Council's ability to comply with information rights legislation.
- The postholder will build, develop, and manage stakeholder relations at all levels, internally and externally, with an ability to influence and negotiate to ensure compliance with statutory obligations and information rights legislation.
- The post holder will provide specialist information rights advice to Council employees and Elected Members.
- Under the direction of the Information Rights & Compliance Manager, the postholder will liaise with external regulators on a regular basis (e.g., UK Information Commissioner, and the Office of the Scottish Information Commissioner).

- 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.
- The post holder should be educated to post graduate level or equivalent professional qualifications with appropriate experience.

#### **ENVIRONMENT**

- Expected to manage own time and that of the team they have responsibility for, to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office-based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g., health and safety, code of conduct.
- The postholder will be required to handle and process information which is confidential and sensitive in nature concerning Council functions and activities.
- The postholder will be required to 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.

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

- Under the direction of the Information Rights & Compliance Manager, the post holder will coordinate the day-to-day workloads of up to nine specialist staff in either freedom of information or data protection related activities (or both, if required), ensuring clear goals are set, as well as supporting and developing staff.

#### **RESOURCES**

- The postholder will have responsibility for the security and maintenance of a council wide case management system.

#### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures,

regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.