

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Service Performance and Communications
Post	Information Governance and Compliance Assistant
Post No	502944
Grade	7
Location	Fire and Rescue Service Headquarters, Llantrisant
Responsible to	Information Governance & Compliance Officer

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

The post holder will provide additional resilience for and administrative support to the Information Governance and Compliance Officer in matters relating to Information Governance & Compliance, ensuring compliance with the relevant legislation. These include (but are not limited to) The General Data Protection Regulation (GDPR), The Data Protection Act 2018 and The Freedom of Information Act

The post holder will also assist on matters relating to the effective management of information, including (but not limited to) records retention & disposal, information sharing and disclosures of information.

DUTIES AND RESPONSIBILITIES:

1. To deliver any awareness/training activities relating to Data Protection Law for all staff, if and when required.
2. To assist with devising any awareness/training materials relating to Data Protection Law for all staff.
3. To represent the Information Governance and Compliance Officer at inter-departmental, corporate and external meetings when required. The post holder will be expected to relay any relevant information provided by the Information Governance and Compliance Officer prior to the meeting and to take any relevant notes at the meeting.

4. To attend any National and Local groups and committees in relation to information management and security with the Information Governance and Compliance Officer when required, in order to capture any relevant notes, actions and minutes.
5. To assist the Information Governance and Compliance Officer with the administration of Data Protection, Freedom of Information and other statutory procedures, such as issues relating to records and information management (e.g. Subject Access requests).
6. To facilitate any initial queries received by the Information Governance and Compliance team. This will involve assisting with any ad hoc queries received by the team from members of the public and members of staff that relate to Data Protection, Freedom of Information and other statutory procedures, via telephone or email.
7. To carry out general maintenance and upkeep of files, filing systems and databases of files including the creation of new files, management of live and old files (both manual and electronic) and maintenance of the organisation's archives.
8. Redacting potentially sensitive information from documents prior to their release following subject access requests, utilising Adobe software.
9. To monitor the organisation's data protection mailbox, in order to ensure that all queries received are satisfied and completed within the specified deadlines.
10. To maintain a log of all Freedom of Information requests received by the organisation, ensuring that each request is effectively categorised and distributed to the appropriate in-house department/team. The post holder will liaise with departments to ensure that the organisation complies with the statutory deadline associated with each request.
11. To liaise closely with the Statistics and Risk team to ensure that all requests for operational incident reports from the Incident Recording System (IRS) are processed in accordance with the deadline of each individual request.
12. To ensure that all payments received for operational incident reports from the IRS by the Information Governance and Compliance team are documented and subsequently processed by the organisation's Finance team.
13. To assist in the preparation and collation of team reports, papers, statements and documents on a routine and ad-hoc basis. The written outputs are provided to Welsh Government, Fire Authority Members, senior management, our partners and members of the public.

14. To assist with the administration of the Information Management pages on the staff intranet.
15. To participate in inter-departmental, corporate and external working groups and meetings as directed and to liaise with other departments, public and other outside bodies and organisations as required or is necessary.
16. Assist with the administration relating to the implementation and maintenance of the South Wales Fire and Rescue Service FOI Publication scheme, including updates to the internet
17. To provide administrative support for the wider Service Performance and Communications department when required.
18. Any other duties commensurate with the grade and post.

STANDARD SERVICE REQUIREMENTS

1. To attend in-house and external training courses as required.
2. To undertake in addition to the above duties and responsibilities such additional duties as may result from time to time from changing circumstances, but which will not change the general character or level of responsibility accorded to the post.
3. To utilise information technology as fully as possible within the constraints of the job, which shall include co-operating fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.
4. To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
5. To ensure awareness and compliance with any directorate, department or team plans that may be implemented from time to time and ensure awareness and compliance with any systems or procedures implemented within the department.
6. To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

