

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

**SOUTH WALES FIRE & RESCUE SERVICE
HEADQUARTERS, FOREST VIEW BUSINESS PARK, LLANTRISANT**

CORPORATE SERVICES DIRECTORATE

**Information Governance Officer
Permanent
37 HOURS PER WEEK
REF: 505285
GRADE 11 - SALARY: £36,648 - £37,336**

An exciting opportunity has arisen to appoint a new Information Governance Officer within the Corporate Service Directorate, based at Fire and Rescue Service Headquarters.

The successful applicant will support the Information Governance Manager in providing direction, support and advice to the Authority and the Service in matters relating to Information Governance, ensuring compliance with the relevant legislation. These include (but are not limited to) The General Data Protection Regulation (GDPR), The Data Protection Act 2018, The Freedom of Information Act 2000, The Regulation of Investigatory Powers Act 2000 (RIPA), Privacy and Electronic Regulations (PECR) and The Environmental Information Regulations 2004.

The post holder will also support the Information Governance Manager in advising the organisation on matters relating to the effective management of information, including (but not limited to) records retention and disposal, information sharing and disclosures of information.

This is a permanent role based at Fire Service Headquarters, Forest View Business Park, Llantrisant. We offer:

- Flexible working system
- Family friendly procedures
- On-site gym
- Weekly exercise allowance (60 minutes)
- Employee Assistance Programme
- 30 days annual leave

Full details on the role can be found in the Job Description and Person Specification but if you have any queries contact our Information Governance Manager by e-mailing c-landeg-john@southwales-fire.gov.uk

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: personnel@southwales-fire.gov.uk . Please be aware the e-recruitment system will notify all applicants of results via email address provided at application; please ensure you check all mail folders regularly.

The closing date for receipt of application forms is Friday 16th February 2024 at 12 noon.

The Interviews/Selection are scheduled to take place on 7th/8th March 2024.

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

All documentation is available in both Welsh and English, and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.