

**SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION**

DEPARTMENT	Service Performance and Communications
POST TITLE	Information Governance Officer
POST NO	505285
GRADE	11
LOCATION	Fire and Rescue Service Headquarters, Llantrisant

Essential criteria marked in **bold** with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	A degree level qualification in a relevant subject, professional certification and/or relevant experience in Data Protection*	Essential*	Application/ Selection*
Knowledge/ Experience	Knowledge and understanding of Data Protection legislation and how it applies within the Public Sector*	Essential*	Application/ Selection*
	A working knowledge of Freedom of Information Legislation*	Essential*	Application/ Selection*
	Experience of delivering training presentations and/or facilitating training workshops.	Essential	Selection
	Experience of writing and implementing organisational policies and procedures.	Desirable	Selection
Personal Style	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented*	Essential*	Application/ Selection*

	Proactive in promoting change and the ability to seek opportunities to promote improved organisational effectiveness.	Essential	Selection
	Ability to consistently project and promote a confident, controlled and focused attitude in challenging situations.	Essential	Selection
	Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
Interpersonal	Ability to communicate effectively both orally and in writing to a wide range of audiences, including the development and delivery of training and awareness raising activities*	Essential	Application/ Selection*
	Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.	Essential	Selection
	Ability to lead, involve and motivate others within the Fire & Rescue Service.	Essential	Selection
Task	Ability to create and implement effective plans to deliver a range of organisational objectives	Essential*	Application/ Selection*
	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements	Essential	Selection
	Ability to recognise potential political impacts and implications from a strategic perspective.	Essential	Selection

An enhanced DBS (Disclosure Barring Service) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.

This role involves occasional travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.