



INFORMATION GOVERNANCE MANAGER

POST NUMBER: 502742

37 HOURS PER WEEK

GRADE 13: £40,221 to £41,418

TEMPORARY CONTRACT FOR 12 MONTHS

An exciting opportunity has arisen within the Service Performance and Communications Department based at Fire Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX, for the role of Information Governance Manager.

The successful candidate will be responsible for 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 successful candidate will advise the organisation on matters relating to the effective management of information, including (but not limited to) records retention & disposal, information sharing and disclosures of information. NOTE: This post incorporates the role of Data Protection Officer. For this role they will report directly to the Senior Information Risk Owner and will also be the Single Point of Contact in any correspondence with the Information Commissioner's Office.

The role will also include managing our Information Governance team. The successful candidate will therefore be responsible for undertaking all line management duties relating to the team, including conducting Performance Development Reviews, managing performance, managing activities to resolve operational and day to day issues and acting as a mentor and first point of contact for staff. Welsh language skills are desirable but not essential for this post. This demanding post will require the successful candidate to work collaboratively with other Fire and Rescue Service personnel and the ability to travel is required.

We are a family friendly organisation and a flexible working system is in operation. To see the benefits of working with us, please visit: <https://www.southwales-fire.gov.uk/working-with-us/benefits/>

The successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

The closing date for receipt of applications is **12:00 midday, 06/09/2024**. 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. 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.

SWFRS 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.

