

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Service Performance and Communications
Post	Information Governance Manager
Post No	502742
Grade	13
Location	Fire and Rescue Service Headquarters, Llantrisant
Responsible to	Head of Service Performance and Communications
Responsible for	Information Governance Officer Information Governance Support Officer Administrative 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 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 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.

DUTIES AND RESPONSIBILITIES:

1. Be the responsible officer in relation to data protection legislation, advising Senior Management on all matters pertaining to the prevailing legislation, reporting directly to the Senior Information Risk Owner

where appropriate and acting as the Single Point of Contact between the organisation and the Information Commissioner's Office, particularly in relation to any actual or potential breaches of information security.

2. Monitor organisational compliance with Data Protection legislation, including (but not limited to) – ensuring that the relevant policies/procedures have been updated and implemented; advise all staff on the completion of relevant documentation such as privacy notices and privacy impact assessments; maintain the Central Register of Processing Activities.
3. Be the responsible officer for Freedom of Information and the Environmental Information Regulations, ensuring compliance with all statutory responsibilities, relevant Codes of Practice, and case law as appropriate. This also includes being responsible for acknowledging the receipt of any requests, coordinating the distribution of the request to the relevant information holder(s), ensuring that the return is compliant and providing the response within the required time frame.
4. Act as Co-ordinator and Central Record Holder in relation to applications made under the Regulation of Investigatory Powers Act 2000 (RIPA).
5. Provide advice and guidance to all staff and senior management in relation to legislation, statutory codes and best practice relating to information management and security – including but not limited to The Copyright, Designs and Patent Act 1988; the Privacy and Electronic Regulations (PECR) and the Wales Accord on the Sharing of Personal Information (WASPI).
6. Develop and ensure the effective implementation of a records management strategy – to include records retention and disposal, the implementation and maintenance of a protective marking systems and procedures in relation to the security of information.
7. Responsible for the provision of awareness/training activities and materials relating to Information Governance for all staff.
8. To effectively manage the Information Governance team, undertaking all line management duties relating to the team, including: -
 - a. Conducting Performance Development Reviews
 - b. Managing performance
 - c. Managing activities to resolve operational and day to day issues.
 - d. Acting as a mentor and first point of contact for staff
9. Represent the Service on National and Local groups and committees in relation to information management and security.
10. To participate in inter-departmental, corporate and external working groups and meetings as directed, and to liaise with other departments and other external bodies and organisations as required.

11.To liaise and network with other Fire and Rescue Services and agencies to share and gain best practice.

12.To research, identify and implement good practice and continuous improvement with respect to the organisation's compliance to information governance laws and regulations.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- 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 at all times:

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

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

