

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

DEPARTMENT	Service Performance and Communications
POST TITLE	Information Governance Manager
POST NO	502742
GRADE	13
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, professional certification and/or relevant experience in Data Protection*	Essential*	Application*/ Selection
	Professional qualification in other relevant legislation, such as Freedom of Information and/or Information Security.	Desirable	Application
Knowledge/ Experience	Expert knowledge and understanding of Data Protection legislation and how it applies within the Public Sector*	Essential*	Application*/ Selection
	Strong working knowledge of Freedom of Information Legislation and the Environmental Information Regulations*	Essential*	Application*/ Selection
	Good understanding of other relevant information such as RIPA, PECR, Copyright, Designs and Patent Act.	Essential	Selection
	Experience of writing and implementing organisational policies and procedures.	Essential	Selection
	Experience of managing a team	Desirable	Selection
Personal Style	Proactive in promoting change and the ability to seek opportunities to promote	Essential*	Application*/ Selection

	<p>improved organisational effectiveness*</p> <p>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.</p> <p>Ability to consistently project and promote a confident, controlled and focused attitude in challenging situations.</p> <p>Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.</p>	Essential	Selection
		Essential	Selection
		Essential	Selection
Interpersonal	<p>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*</p> <p>Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.</p> <p>Ability to lead, involve and motivate others within the Fire & Rescue Service.</p>	Essential*	Application*/ Selection
		Essential	Selection
		Essential	Selection
Task	<p>Ability to create and implement effective plans to deliver a range of organisational objectives*</p> <p>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements</p> <p>Ability to recognise potential political impacts and implications from a strategic perspective.</p>	Essential*	Application*/ Selection
		Essential	Selection
		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.

