



INFORMATION GOVERNANCE OFFICER

GRADE 11: SALARY £37,938 - £38,626

37 HOURS PER WEEK

POST NUMBER: 505285

TEMPORARY – 12 MONTHS

An exciting opportunity has arisen to appoint a new Information Governance Officer within the Corporate Service Directorate, based at South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

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.

Please Note: Welsh language skills are desirable but not essential for this post.

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

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.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. Please note that this is a highly competitive process and only those who have fully demonstrated evidence against all the essential criteria on the person specification will go forward to the Selection Process. Welsh language skills are desirable but not essential for this post.

The closing date for receipt of applications is 12:00 midday 04/02/2025. Applicants within the last 6 months need not apply. 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 All internal applicants applying should apply via their portal, selecting "Current Vacancies" from the left-hand tab. The e-recruitment system will notify all applicants of results via email address provided at application.

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.

