



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Information Governance Lead

**Grade:** GS02

**Directorate:** Law & Governance

**Department:** Legal & Democratic Services

**Responsible to:** Head of Legal & Democratic Services

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### **Purpose of the Job:**

Leading on Information Governance to ensure data safety for the Council and manage the Information Governance Support Officer reporting directly to the Head of Legal & Democratic Services, the Data Protection Officer.

### **Main Responsibilities:**

1. Act as the expert in Information Governance leading on the development and management of the Information Governance agenda for the Council.
2. Provide expert advice to Senior officers and members.
3. Support the Head of Legal & Democratic Services in the development of the Council's Information Governance Framework in support of statutory and regulatory requirements.
4. Act as the lead for information requests under current Data Protection Legislation (SARs) and the Freedom of Information Act/Environmental Information Regulations, ensuring that requests are dealt with in accordance with legislation and within agreed timescales.
5. Ensure that the Council has a compliant FOI Publication scheme which is up to date and includes all categories of information as required under the Information Commissioner's Office guidance document.
6. Maintain a comprehensive suite of Information Governance policies and procedures.
7. Maintain the Council's registration with the Information Commissioner's Office.
8. Act as the designated link officer for Local Government Ombudsman and Information Commissioner.



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9. Maintain the Council's data incident reporting regime.
10. Horizon scan for changes in relevant legislation/best practice.
11. Line manage the Information Governance Support Officer.
12. Manage the complaints processes.
13. Develop and manage lean processes working with I.T. to capitalise on emerging technologies to streamline and simplify.
14. Maintain the relevant section of the Council's website and online tools in adherence with best practice and legislative requirements.
15. Establish and lead an information governance group to champion Information Governance across the Council to maximise data safety and develop best practice. Contribute towards the continuous improvement of the Council's information management arrangements.
16. Compile reports on information governance, as required.
17. Design and Deliver Information Governance training.

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.

To lead and develop a motivated team and ensure they are developed in their role through effective use of supervision and effective performance management as appropriate.

Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating, and safeguarding any equipment, vehicle or appliance provided, used, or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Behaviours and outcomes:**

- Working practice will show a commitment to the Council and its services
- Be a role model for the One Council ethos and values.



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- Work proactively and collaboratively and take responsibility for ensuring the working arrangements deliver a valued and high-quality service.
- Be aware of work pressures and demands through line management of other officers and proactively assist.
- Think ahead, manage time, prioritise and risk assess – develop structured and efficient approaches to deliver work on time and to a high standard.
- Understand and be sensitive to organisational culture and politics across and beyond RCC.
- Be confident, professional, politically astute and customer focused in all interaction with internal and external customers, members, and partners.
- Respond to pressure and change – flexible and adaptable to sustain performance.
- Build and manage relationships, share knowledge and skills to deliver shared goals.
- Identify opportunities for joint working to ensure lean practices.
- Communicate clearly using appropriate language for the target audience.
- Identify neat solutions to any problems.
- Actively support new initiatives and diverse ways of working.
- Proactively undertake research in legislation and work with network groups in areas such as data protection, Freedom of Information, and risk management to develop best practice within the Council.

### **Dimensions:**

Line manages the Information Governance Support Officer

Management of the Information Governance budget - staffing costs and subscriptions c. £100k



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## JOB REQUIREMENTS

### QUALIFICATIONS/TRAINING/EDUCATION

|   |                        |
|---|------------------------|
| Essential                                   | Method of Assessment * |
| Educated to A level standard or equivalent. | A/I                    |

|                                      |                        |
|--------------------------------------|------------------------|
| Desirable                            | Method of Assessment * |
| Information Governance qualification | A/I                    |

### EXPERIENCE/KNOWLEDGE

|   |                        |
|---|------------------------|
| Essential   | Method of Assessment * |
| Knowledge and understanding of the legislation relevant to Information Governance and how it is applied in a public organisation.   | A/I                    |
| Willing to develop good knowledge of the Council to ensure that advice on complaints and Information Governance is given considering service aims and to identify issues which senior managers must consider. | A/I                    |

|   |                        |
|---|------------------------|
| Desirable   | Method of Assessment * |
| Experience of dealing with complaints processes, including Ombudsman enquiries. | A/I                    |
| Local government experience.  | A/I                    |
| Experience of creating policies and procedures within a regulatory framework.   | A/I                    |

### SKILLS

|   |                        |
|---|------------------------|
| Essential   | Method of Assessment * |
| Excellent IT skills, particularly Microsoft 365 to understand how data is processed, stored, and shared. To use IT packages to improve performance. | A/I                    |



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|------------------|------------------------|
| Desirable        | Method of Assessment * |
| Web page editing | A/I                    |

### EQUALITY AND DIVERSITY

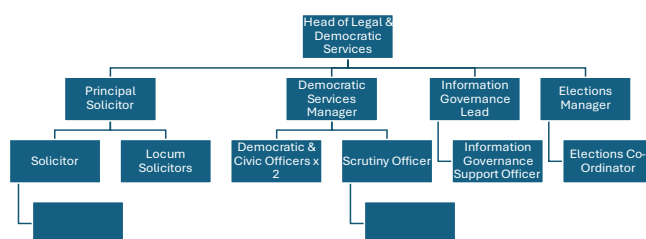
|  |                        |
|--|------------------------|
| Essential  | Method of Assessment * |
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I                    |

### OTHER

|  |                        |
|--|------------------------|
| Essential  | Method of Assessment * |
| Flexible in working patterns to fulfil commitments to the role and team. | A/I                    |
| Willingness and ability to visit other sites as and when required.       | A/I                    |

\* **A = Application Form**    **D = Documentary evidence**    **I = Interview**    **T = Test**

## STRUCTURE



**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both



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the original job description and amended job description to the Human Resources Department.

| <b>DATE</b>     | <b>CHANGE - YES/NO</b>                         | <b>PREPARED BY<br/>(Name &amp; Position Title)</b>                 |
|-----------------|--|--|
| <b>22/05/25</b> | <b>Yes – updated<br/>wording and job title</b> | <b>Sarah Khawaja – Head of Legal &amp;<br/>Democratic Services</b> |
|                 |  |  |
|                 |  |  |