|  |  |
| --- | --- |
| **Broxbourne Borough Council** | |
| **Job Title: Information Governance Officer** | **Job Ref: IGO** |
| **Job Location: Bishops’ College Churchgate Cheshunt Herts** | **Hybrid: Yes** |
| **Department: Legal** | |
| **Reports to: Head of Legal** | |
| **Part time: 30 hours** | |
| **Grade: H** | |
| **Alcohol restricted post: No** | |
| **Car: No** | |
|  | |
| **Values: (statement to be included about the values)**  The Council has adopted the core values of Teamwork, Innovation, Effectiveness and Respect (TIER).  The values and their underlying behaviours, demonstrate the Council’s commitment to providing excellent customer care, working in a joined up way, showing respect at all times and looking at innovative and forward thinking solutions. | |
| **Summary:**  To provide support to the Legal Team, focusing on Freedom of Information (FOI) and Subject Access Requests (SAR), requests under the Environmental Information Regulations (EIR) and administrative support to the Legal team.  Duties   1. Acting as the main point of contact for Freedom of Information requests (FOIs), Environmental Information Regulations (EIR) and Subject Access Requests (SARs)). 2. Ensuring FOIs, EIRs and SARs are processed in accordance with set timescales. 3. Redact and assess information for disclosure and applying appropriate exemptions from disclosure if necessary. 4. Liaising with service sections across the Council, including progress chasing, to carry out the duties at 1 and 2 above. 5. Provide general administrative support as required, including providing appropriate cover across the Legal team in the event of absence, staff shortages, workload etc. as and when required. 6. Record data, provide reports, compile responses to the public and demonstrate a high degree of accuracy when carrying out the duties of the post. 7. Use computer systems and software appropriate to the duties of the post. 8. Ensure that the duties of the post are performed in accordance with the Council’s policy on customer care, in addition to the performance indicators applicable to the Legal team. 9. Any other duties appropriate to the grade which contribute to the purpose and objectives of the post. | |
| **Diversity, Equality and Inclusion (EDI)**  All staff must comply with the Council’s Policy on Equal Opportunities and undertake training to ensure the fair and equal treatment of all Council staff and customers. | |
| **Employment checks required for this post**  The Council is required by the Home Office to carry out standard Right to Work checks for all employment under the Asylum and Immigration Act 1996. If you cannot produce Right to Work documentation or are unsure whether the documents you have provide the necessary proof please contact Human Resources prior to your interview. | |
| **Employment of Ex-Offenders**  Broxbourne Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We therefore welcome applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, people will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar any individual from employment. This will depend on the circumstances and background to the offence(s). The Council abides by the Code of Practice for Registered Persons and other recipients of Disclosure information, copies of, which are available on request. | |
| **DISCLOSURE OF CRIMINAL RECORD**  As this post has substantial access to children or vulnerable adults or is based at premises deemed to be a school premises or is subject to legal protection or administers justice it is a condition of any offer of employment that the council applies for and has received the outcome of the disclosure of any criminal record. As part of this process your will be required to provide documentation relating to your identity and also complete an application form. The outcome of the Disclosure of any criminal record must be received before potential candidates can start in post. There is a requirement that this will be repeated every three years after employment. | |
| **SAFEGUARDING**  All employees are responsible for ensuring the safety and welfare of children and vulnerable adults in the course of their daily duties. All staff are required to understand and adhere to the Council’s Safeguarding policies and procedures as they apply to their own role, to make referrals concerning child or vulnerable adult welfare to the Designated Child Safeguarding Officer, and to co-operate with other agencies around child protection investigations | |
| **SPOKEN ENGLISH**  For public-facing roles involving regular telephone and face-to face conversations with the public, the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential in this post | |

***For specific requirements for the post please see the Person Specification.***

***If you have any query please contract Human Resources on (01992) 785509 or personnel@broxbourne.gov.uk***