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| **PERSON SPECIFICATION** | | |
| **ROLE:**  **Information Governance Officer** | **ESSENTIAL REQUIREMENTS** | **DESIRABLE** |
| **Qualifications**  (What qualifications are needed) | * Educated to GSCE level Maths and English essential at Grade C (Level 4) or above * Basic Computer Skills: Competence in using computer systems for email, spreadsheets, and case management | * Educated to degree level in a relevant subject such as politics, law, public administration, English * Post graduate qualification * GDPR Compliance Course |
| **Experience**  (What they know) | * Time Management: Ability to prioritize tasks effectively to ensure smooth and efficient service, especially during busy periods. * Research and advice * Team working * Organising and administration | * Presenting information to groups of people * Relevant work experience * Experience handling and responding to requests under the Freedom of Information Act or Data Protection Act |
| **Skills**  (What have they done) | * Analytical and problem solving skills. * Excellent written communication including excellent use of grammar, punctuation and spelling * Good verbal communication skills * Numerate * Computer skills, Word, Excel, Internet and Outlook * Good organisational and time management skills * Excellent attention to detail | * ICT skills; PowerPoint * Databases, Web management and photography * Political awareness * Awareness of the Public Sector * Demonstrates good customer care * Confident when speaking in public to groups or in Council meetings * Awareness of information legislation, such as FOI, EIR and SAR and Information Commissioner’s Office guidance. |
| **Behaviours**   * (Way of thinking and acting) | **TEAMWORK – Achieve more by working together**   * Understands the benefits of teamwork across an organisation. * Able to lead from the front. * Organise work as a team.   **INNOVATION – Seek solutions to deliver services in the best way**   * Brings innovative ideas and to work on own initiative * Demonstrates creativity and openness to new ideas, avoiding rigid thinking. | **TEAMWORK**   * Able to work collaboratively with colleagues, contributing to team efforts on key tasks or projects.   **INNOVATION**   * Brings only solutions when faced with problems. * Always thinks with the end goal in mind. |

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| **ROLE:**  **Information Governance Officer** | **ESSENTIAL REQUIREMENTS** | **DESIRABLE** |
| * **Behaviours** * (Way of thinking and acting) | **EFFECTIVENESS** **– Focused on achieving results.**   * Initiative-taking. * Can organise own work and prioritise tasks. * Ability to look for solutions when problems arise. * Not afraid to seek assistance to achieve desired results. * Ability to work under pressure and on time sensitive matters * Able to multitask * Adaptable to change   **RESPECT** **– Value the views and opinions of others.**   * Ability to understand differing opinions. * Active listener, not waiting turn to speak. * Be discreet and ability to maintain confidentiality | **EFFECTIVENESS**   * Able to motivate others as well as self. * Highly organised and able to apply to tasks and find better ways to work. * Able to set own goals to achieve desired result.   **RESPECT**   * Able to consider different perspectives and adapt to benefit the team. * Capable of fostering a positive and respectful environment where colleagues feel comfortable sharing their opinions and ideas. |