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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
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| **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
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| **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.
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| **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.
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