

Response to Request for Information

Reference FOI 000811
Date 23 January 2017

Job Descriptions

Request:

1. Job description and salary bracket for the role of Information Officer.

and/or

2. Job description and salary bracket for the role of Information Governance Officer.

and/or

3. Job description and salary bracket for the role of Information Compliance Officer.

(For the avoidance of doubt, points 1 to 3 above encompass role duties such as Loss investigations, Privacy Impact Assessments, Data Sharing Agreements, Information Asset Register compilation, Data Protection Act training)

4. Job description and salary bracket for the role of Information Manager. This role relates to the role of Manager of the above roles.

[With reference to your above questions regarding job descriptions, please see the relevant information provided on the next page.](#)

[With regard to the salary brackets please see the table below:](#)

[Grade 4 - £17,547 to £19,939](#)
[Grade 6 - £27,394 to £31,288](#)
[Grade 7 - £34,196 to £38,789](#)
[Grade 8 - £41,551 to £45,242](#)

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: Information Governance Assistant

Job Classification:

Service Group: Democracy

Division: Governance

Responsible to: Information Governance Manager

Grade: 4

Location: Civic Centre

Effective Date of Issue:

Job Purpose and Role:

The post holder will:

- Provide comprehensive administrative support to the delivery of the council's Information Governance framework to meet legislation and national best practice.
- Provide administrative support to the service area.

Principal Duties and Responsibilities:

1. Support the Information Governance team to log Information Governance requests.
2. Set up administrative systems to support the Information Governance team.
3. Set up training events for the Information Governance Team.
4. To undertake redaction of information as directed.
5. Undertake general administrative duties to support the Information Governance team, this will include but will not be limited to, photocopying, scanning and organising documents ready for collection.
6. To support the Council in meeting the open data and transparency agenda, through support to the development and maintenance of the Publication Scheme and Disclosure Log.
7. Support the receiving of, and attending to, visitors for the service area.

8. Provide cover for other administrators in the service area when required for diary management, emails and associated tasks.
9. Respond to telephone and email enquiries from within the council, outside agencies and members of the public and provide excellent customer service.
10. To provide assistance with the raising of orders, processing of invoices and other financial systems, assisting with the management of associated budgets.
11. To act in accordance with the Council's Constitution and other Codes of Conduct.
12. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
13. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
14. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
15. To participate in the wider development of the service and contribute to service improvement as required.
16. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: Information Governance Officer

Job Classification:

Service Group: Democracy

Division: Governance

Responsible to: Information Governance Manager

Grade: 6

Location: Civic Centre

Effective Date of Issue:

Job Purpose and Role:

The post holder will:

- Provide comprehensive support to enable the council to comply with the Council's Information Governance framework, in particular to support compliance with Freedom of Information legislation, the data protection regime and Environmental Information Regulations.

Principal Duties and Responsibilities:

1. Responsible for providing advice to the council in all aspects of Freedom of Information, Data Protection and Environmental Information Regulations ensuring a consistent and efficient approach. This will include, but not limited to, coordinating responses, applying exemptions and redaction.
2. To set up, maintain and develop systems to implement, document and maintain the agreed procedures for all requests for information and ensure that they are adhered to and complied with throughout the Council.
3. Effective co-ordination of requests for information, including the establishment and maintenance of comprehensive records, and the regular production of effective management information.
4. Support the development of privacy impact assessments.
5. Support the development of effective and robust information sharing protocols, ensuring an up to date register is maintained.

6. Support the investigation of information incidents.
7. Promote the compliance and benefits of all aspects of Information Governance including Information Security, Data Protection, Information Management, Environment Information and Freedom of Information to a wide range of audiences.
8. Contribute to the development and delivery of training and awareness of Freedom of Information, Environmental Information Regulations and Data Protection.
9. Contribute to the development of key plans, policy and strategy initiatives relating to the information governance framework.
10. Develop systems in order to create and maintain a schedule of Information Assets and Owners to ensure risk to information assets is managed appropriately.
11. To support the Council in meeting the open data and transparency agenda, through leading on the development of the Publication Scheme and the Disclosure Log.
12. To carry out research around emerging Information Governance areas and communicate this effectively.
13. Conduct information and awareness campaigns across the council and where appropriate the general public.
14. Keep abreast of developments in the information governance world nationally and up to date with the ICO guidance on good practice.
15. Develop effective working relationships with Elected Members and Officers of the Council.
16. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
17. To act in accordance with the Council's Constitution and other Codes of Conduct.
18. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
19. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
20. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
21. To participate in the wider development of the service and contribute to service improvement as required.

22. Wolverhampton City Council is committed to Corporate Parenting. “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

THE CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Post Designation: Senior Information Governance Officer

Service Group: Democracy

Division: Governance

Responsible to: Information Governance Manager

Grade: 7

Location: Civic Centre

Job Purpose and Role:

The post holder will:

- Provide advice and guidance on the information governance framework, championing best practice and delivering on legislative requirements
- Provide strategic policy advice, development and evaluation regarding the openness, transparency and information governance agenda
- Champion best practice and deliver on legislative requirements in particular around Freedom of Information, Environmental Information Regulations, Data Protection and information security

Principal Duties and Responsibilities:

1. Lead on the development of key plans, policy and strategy initiatives relating to transparency, open data and the information governance agenda.
2. Responsible for providing advice on the appropriate procedures required to comply with the relevant legislation, including the Freedom of Information Act, Environmental Information Regulations and Data Protection Act. This will also include, but is not limited to, applying exemptions and redaction. This role will have specific responsibility for handling sensitive subject access requests relating to social care.
3. Effective co-ordination of requests for information, including the establishment and maintenance of comprehensive records, and the regular production of effective management information.
4. Effective co-ordination of, and learning from, information incidents.

5. Responsible for completing and owning information governance toolkits.
6. To set up and develop systems to implement, document and maintain the agreed procedures for inquiry handling and ensure that they are adhered to and complied with throughout the Council.
7. Lead on the implementation of information governance improvement initiatives and developments across the council, developing awareness of and encourage good practice in information governance.
8. Support the development of responses to consultations on information governance from central government and other external agencies.
9. Support service areas in the development of retention schedules.
10. Support the implementation of the information governance work programme.
11. Develop and implement the council's records management policy and data quality policy, ensuring that the council stores and disposes of information in an appropriate and managed way in line with retention schedules.
12. Responsible for ensuring the council effectively responds to the open data and transparency agenda, including the Transparency Code of Practice.
13. Responsible for maintaining and developing the Publication Scheme and Disclosure Log, including the analysis of requests for information to proactively provide information and data in a way that is meaningful and accessible to the public.
14. Make recommendations for the development and deployment of effective security and technical policies and procedures which adequately protect the Council's information and technology assets and to ensure compliance with all relevant legislation and delivery of Information Governance Agenda, including supporting the council in its obligations around the Public Sector Network agenda.
15. Develop the council's approach to effectively conducting privacy impact assessments.
16. Support the implementation the council's information management strategy.
17. Support the Senior Information Risk Owner and Caldicott Guardians in their Information Governance roles.
18. Lead the development of effective and robust information sharing protocols, ensuring an up to date register is maintained.
19. Develop and deliver bespoke training in information governance.
20. Contribute to the development and review of key plans, policy and strategy initiatives relating to the information governance framework.

21. Lead on the implementation of information governance improvement initiatives and developments across the council, developing awareness of and encourage good practice in information governance.
22. Keep abreast of developments in the information governance world nationally and up to date with the ICO guidance on good practice.
23. Write and present reports and recommendations.
24. Develop effective working relationships with Elected Members and Officers of the council.
25. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
26. To act in accordance with the Council's Constitution and other Codes of Conduct.
27. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
28. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
29. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
30. To participate in the wider development of the service and contribute to service improvement as required.
31. The City of Wolverhampton Council is committed to Corporate Parenting.
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[PROTECT]

Wolverhampton City Council

Job Description

Post Designation: Information Governance Manager

Job Classification:

Service Group: Democracy

Division: Governance

Responsible to: Group Manager - Democracy

Grade: 8

Location: Civic Centre

Effective Date of Issue:

Job Purpose and Role:

The post holder will:

- Manage the information governance function, ensuring information governance legislation is embedded and upheld throughout the council.
- Lead the development and implementation of the council's Information Governance framework and associated work programme.
- Lead the development and implementation of the Information Governance toolkits.
- Manage and have detailed technical knowledge in the following specific information governance areas:
 - Freedom of Information
 - Data Protection
 - Information incidents
 - Privacy

Principal Duties and Responsibilities:

1. Lead on the development and implementation of an information management strategy to support and enable Council objectives, incorporating the Information Governance framework and the information transparency/open data implementation.
2. Develop, implement and review the Information Governance framework through to maturity, ensuring that it continues to balance the needs of legal compliance, best practice, transparency and the Council's strategic requirements.

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3. To liaise with other key stakeholders within the council (for example ICTS, Legal, Corporate Risk Manager and Audit) and external partners with regards to information requirements, information assurance standards and information sharing.
4. To support the information governance management structure, the Senior Information Risk Owner, Caldicott Guardians, Information Governance Board and its members, providing advice, reports and performance information.
5. To promote the implementation of sound information risk assessment throughout the Council as the key information assurance process.
6. Develop, implement and review robust policies and procedures to ensure compliance with the aims and objectives of the Information Governance agenda, including Freedom of Information Act and Data Protection Act.
7. Responsible for providing advice on the appropriate procedures required to comply with the relevant legislation, including the Freedom of Information Act, Environmental Information Regulations and Data Protection Act. This role will include handling sensitive subject access requests relating to social care.
8. Provide expert advice and guidance on all Information Governance matters, ensuring that all necessary procedures and processes comply with current legislation.
9. Ensure that Information Governance responsibilities and accountabilities are defined, communicated and actioned, for example to Information Asset Owners throughout the council.
10. Develop and regularly review appropriate information-sharing protocols with partners.
11. Supporting the Council to ensure that it submits and meets its requirements under the information governance toolkits.
12. Produce and present high quality reports to a wide range of internal and external stakeholders.
13. Develop effective working relationships with Elected Members and Officers of the council.
14. Develop and rollout effective training for all staff and Councillors, for example around Information Governance.
15. Effective line management of and support to the Information Governance team.
16. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
17. Manage allocated resources appropriately.
18. To act in accordance with the Council's Constitution and other Codes of Conduct.

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19. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
20. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
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