

# Post Specification

## Post Specification - Key Information

- **Post Title: Senior Information Governance and Records Officer**
- **Date: March 2025**
- **Post Group Number: 8509**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS12**
- **Final Grade: 13**

To be read in conjunction with the job family role profile.

### Service Area Description

Legal and Democratic Services

### Purpose of this Post

To act as the council's Business Partner for records management, working closely with Cumberland Council for hosted Records Management Services matters and to work alongside the Westmorland and Furness Council's Data Protection Officer and to carry out other duties as required to support the Chief Legal and Monitoring Officer.

### Key Job Specific Accountabilities

This role has the following specific areas of accountability:

#### **Records Management**

As the council's Business Partner for records management, this role is responsible for:

- developing the corporate standards and procedures for the management of the Council's records, based upon the Lord Chancellor's Code of Practice under the Freedom of Information Act 2000, Data Protection Act 2018, and the National Archives' model action plan for local government.
- embedding policies and procedures, including the council's Retention and Disposal Schedule
- ensuring secure management of records onsite, in storage and in transit.
- providing specialist advice/guidance to the council's Senior Information Risk Owner (SIRO)
- developing training and communications on records related issues e.g. office moves and rationalisation.
- being the Westmorland and Furness Council's key point of liaison with Cumberland Council who lead the hosted Records management function on behalf of both Councils.

#### **Data Protection**

Working alongside the council's Data Protection Officer this role will:

- complete the ICO Accountability Assessment.
- develop the council's approach to complying with the UK General Data Protection Regulation including data breach/incident management, data sharing, data protection impact assessments, asset management.
- cultivate the council's Information Governance Framework.
- advance the council's Information Asset Register including information audits and records surveys
- deputise for the Data Protection Officer as required during periods of absence.

To carry out other duties as required by the support the Chief Legal and Monitoring Officer e.g. Local Government Ombudsman matters.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:**
  - working with staff, managers and elected members across the council
  - liaison with colleagues in the Cumberland hosted Records Management Service.
  - responsibility for digital and paper assets

## Essential Criteria

- **Qualifications:**
  - Degree level or equivalent qualification in relevant subject area i.e. Information Governance/Records and Information Management/Data Protection, or appropriate service experience
- **Knowledge:**
  - demonstrable knowledge of related principles, practice, national standards and legislation
- **Experience/Expertise:**
  - ability to explain complex legal concepts to a variety of audiences, using appropriate communication channels and techniques
  - evidence of problem solving and project management techniques
  - experience of developing/delivering operational services, in a large, complex local authority
  - ability to demonstrate accuracy, consistency, attention to detail and communicate clearly (oral and written) with staff, members and partners
  - self-motivation, adaptability, flexibility and ability to manage time effectively
  - ability to manage complex priorities and respond to competing deadlines

## Disclosure and Barring Service (DBS) Checks

This post requires a DBS check.

- DBS Standard

## Job Working Circumstances

- **Emotional Demands:**
  - varied emotional demand depending on nature of advice and content of records, can be significant
- **Physical Demands:**
  - periodic demand for lifting heavy and/or bulky boxes and/or working in awkward or confined spaces. The post holder should be comfortable working at heights be able to use equipment such as ladders and Push Along Vertical machines.
- **Working Conditions:**
  - occasional working with adverse temperature and/or noise during site visits
  - ability to collect records from across the Westmorland and Furness area, involving driving and/or manoeuvring boxes in and out of a vehicle. This may include delivering boxes of records to Hosted Records Management sites in Carlisle
  - ability to travel independently to sites across the Westmorland and Furness Council area. It is desirable for the post holder have a driving licence which allows them to drive either their own or a council vehicle
- **Other Factors:** N/A

Other Factors: None