

Post Specification

Post Specification - Key Information

- **Post Title: Information Governance and Disclosure Officer**
- **Date: June 2025**
- **Post Group Number: 8615**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 11**

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

Service Area Description

Enabler Services - Legal and Democratic Services - Information Governance and Data Protection

Purpose of this Post

The purpose of this post is to support the effective management, handling and learning from statutory requests for personal data received under UK General Data Protection Regulation (UKGDPR) Article 15 and Data Protection Act 2018 Schedule 2.

Key Job Specific Accountabilities

1. To receive, validate, triage and log statutory requests for personal data, from individuals or other organisations.
2. To manage the discovery process by liaising with council officers to identify and provide data/documents relevant to requests. To provide advice on applying exemptions and to use redaction techniques to protect third party personal data. To ensure that data is disclosed securely to applicants within statutory timescales.
3. To ensure that effective systems and quality assurance frameworks are in place to effectively manage statutory requests for personal data, are regularly reviewed, and meet professional and regulatory standards.
4. To contribute to the development and maintenance of systems for reporting regular management information and intelligence from statutory requests for personal data.
5. To ensure that learning from handling statutory requests for personal data is incorporated into corporate training and communications programmes.

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

Key Facts and Figures of the Post

- **Budget Responsibilities:**
 - management of resources to deliver agreed work programmes.
 - reporting on effectiveness/efficiency.
 - managing technical resources and processes within a cost centre, delivering efficiencies wherever possible.
 - planning future resource requirements.

- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Qualifications:** Degree or Equivalent Service Experience
- **Knowledge:**
 - UK General Data Protection Regulation (UKGDPR)
 - Data Protection Act 2018
- **Experience:**
 - considerable experience in handling complex statutory requests for personal data from individuals and organisations
 - track record of providing information and advice and support to senior officers, elected members, customers and colleagues.
- **Expertise:**
 - track record of successful relationship building.
 - politically astute in a rapidly changing environment.
 - high level of influencing, negotiation, and interpersonal skills.
 - able to operate standard office equipment at an advanced level i.e. SharePoint, Outlook, Word and Excel.
 - high level of emotional resilience

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Significant. The postholder is required to process high volumes of distressing material and is directly involved in explaining decisions to customers.
- **Physical Demands:** Moderate
- **Working Conditions:** None
- **Other Factors:**

Other Factors:

- None