

Person Specification

The purpose of this specification is to identify the attributes and competencies required for the post holder to perform the duties described in the job description.

These are identified as either essential i.e. those without which the job could not be performed adequately, or desirable i.e. those which, although not essential, could enhance job performance and would be expected to be developed by the successful candidate during their employment in the role.

These criteria should be capable of being measured in some way through the selection process either by information given on the application form or by questions or assessments planned for the interview. The specification will be used to shortlist applicants, who will need to meet most of the essential criteria and to compare how well candidates match the full specification.

Job Title:	Information Governance Manager/Data Protection Officer
Job Band:	Band 7

Education & Qualifications	Essential	Desirable	How identified
Educated to a degree or equivalent experience and competencies or extensive relevant senior experience	Yes		Application/Interview
Relevant IT & Information Governance qualifications. For instance: <ul style="list-style-type: none"> • Specialist in Data Protection GDPR training, Freedom of Information or Masters in Information Governance • In depth specialist knowledge around Information Governance • Certified Auditor qualification e.g ISACA • Information systems qualification • Cyber Security 	Yes		
Project Management experience	Yes		
Advanced keyboard or equivalent experience and competencies	Yes		



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RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

Educated to a master level with a degree or equivalent experience and competencies or extensive relevant senior experience		Yes	
Management Qualification		Yes	
PRINCE 2		Yes	

Skills & Abilities	Essential	Desirable	How identified
In depth knowledge of IG and use of information within the Health and Social Care sector	Yes		Application and Interview
In depth knowledge of MS office, Excel, Word, Access, Outlook etc.	Yes		
Highly developed specialist knowledge of Microsoft environments	Yes		
Knowledge of NHS Information requirements, including Monitor Compliance Framework.	Yes		
Knowledge and understanding of NHS policy and Data Security and protection Toolkit	Yes		
Expertise in completion of Data Security and Protection Toolkit	Yes		
Demonstrate the ability to solve problems and make decisions within the parameters of the job role e.g. assessing and dealing with queries relating to Information Governance	Yes		
Demonstrate the ability to plan, organise and prioritise workload according to the demands of conflicting and unpredictable requests.	Yes		
Knowledge of data and cyber security	Yes		
Possess excellent communication skills in order to provide and receive information which may be complicated e.g. discuss IT requests to ensure information is accurate, consistent and of the best quality, with internal and external clients.	Yes		
Create reports to summarise and analyse data from various sources and to then present this to a wider audience.	Yes		



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Knowledge of Freedom of Information Legislation, Data Protection Act 2018, GDPR, Access to Health Records Act, etc.	Yes		
Knowledge of the General Data Protection Regulation (GDPR)	Yes		
Highly developed knowledge and understanding of with the field of IT	Yes		
Knowledge of IT Service Level Agreements, policies and procedures	Yes		
Experience of drafting information sharing agreements	Yes		
Experience of drafting and completing privacy impact assessments	Yes		
Highly developed knowledge of working with patient based clinical information systems		Yes	
Knowledge of Mental Health & Community Services and the way in which data is used		Yes	

Experience & Knowledge	Essential	Desirable	How identified
Ability to problem solve and identify/promote solutions.	Yes		Application and Interview
Ability to use professional judgement and advise others on best practice, national guidelines and legislation on IT	Yes		
Ability to manipulate and analyse large complex data sets at speed and produce figures in a clear, accurate and meaningful manner	Yes		
Ability to analyse and investigate data and trends	Yes		
Ability to compile and initiate audits and present findings.	Yes		
Proven track record of management projects on time and to budget	Yes		
Experience of staff management including PDP and recruitment. Experience of delivering presentations to large and diverse groups.	Yes		
Experience of updating policies and	Yes		



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procedures.			
Detailed knowledge and application of performance management tools and techniques and the development and use of balanced scorecards / dashboards.	Yes		
Expert level of experience managing Data Protection and Freedom of Information requests	Yes		
Experience of supporting major complex IT projects	Yes		
Expert level for completing the Data Security and Protection toolkit return, as well as support and working with the Information Governance Manager	Yes		
Experience of supporting Information Governance Manager with service delivery and working with clinicians and being mindful of care delivery objectives	Yes		
Strong awareness of corporate and records management issues	Yes		
Experience working with the Information Commissioner and ombudsman	Yes		
Working at a senior level to effectively lead an IT department		Yes	
Experience of dealing with National NHS organisations such as the Department of Health and CCG's.		Yes	

Personal Qualities	Essential	Desirable	How identified
Ability to communicate both in written and verbal forms with a wide range of disciplines.	Yes		Application and Interview
Ability to work with and influence senior colleagues including negotiation and persuasion skills.	Yes		
Ability to foster and maintain positive working and customer relationships.	Yes		
Ability to work in a confidential manner.	Yes		
Ability to recognise own and others development needs and find appropriate solutions.	Yes		
Ability to respond effectively to changing priorities, to manage timeframes with the	Yes		



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ability to meet deadlines.			
Self-motivated and ability to motivate others. Excellent planning and organisational skills.	Yes		
Ability to think creatively and identify solutions to overcome problems.	Yes		

Trust Vision & Values	Essential	Desirable	How identified
Able to provide safe, caring and effective services	Yes		Interview
We would expect your values and behaviours to reflect the Trust values of Care, Respect & Responsibility	Yes		Interview

Prepared by:	
Date:	



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