

## THE POST

<b>College/Service:</b>	<b>Governance and Compliance</b>
<b>Post:</b>	<b>Information Governance Manager</b>
<b>Reference No:</b>	<b>P52271</b>
<b>Grade:</b>	<b>G</b>
<b>Reporting To:</b>	<b>Head of Governance and Compliance</b>

The above full time post is available immediately in Governance and Compliance.

### Job Description

#### Main purpose of the job:

This role is responsible to the Head of Governance and Compliance for information governance, including developing, amending and overseeing the University's policies for information management, information security and information compliance activities and working with Colleges and Services to ensure their effective delivery.

The post holder will also be responsible for identifying and communicating best-practice frameworks for information governance and for providing operational advice in all areas of information governance to all internal stakeholders.

#### **Key responsibilities**

##### **1. Leadership for Information Governance strategy**

- To research, plan and formulate Information Governance strategy, policies and procedures for the University, covering all elements of information management (including but not limited to Information Security, Data Protection, Freedom of Information and Information Management).
- To lead on a review of compliance against relevant legislation (Data Protection, Freedom of Information) and security standards (ISO27001) in order to identify areas for improvement and areas of risk.
- To lead on the development of information services to support core academic activities, particularly with regard to research.
- To implement a delivery plan for Information Governance strategy, through the development and leadership of a network of College and Service Senior Information Officers Information Asset Owners and Information Co-ordinators

##### **2. Promotion of Information Governance and Management Practice**

- To lead on the promotion of good information governance and management.
- To deliver appropriate training and to provide day-to-day advice for staff.
- To support the promotion of the importance of information governance practice to all Colleges and Services.
- To maintain and promote awareness of professional issues and systems that impact on the information governance sector.

### **3. Information Security Compliance, Advice and Policy Development**

- To support the development, maintenance and implementation of Information Security policies and procedures, as part of the wider University information governance policies, in co-ordination with Exeter IT colleagues.
- To serve as a member of the Information Governance and Security Steering Group.
- To liaise closely with colleagues in Exeter IT to create a robust framework for ensuring Information Security.
- To review and advise on projects and systems to ensure robust security.
- To advise/manage the response to information security breaches.
- To provide specialist advice, expertise and assistance with Information Security.

### **4. Business Continuity and Risk**

- To play a key role in overseeing the key information governance risks held corporately and within Colleges and Services.
- To work closely with the University's business continuity team and colleagues in Exeter IT to develop information governance and management business continuity and emergency planning.

### **5. Implementation of operations for legislative compliance:**

- To manage and coordinate University activities under the Data Protection and Freedom of Information Acts.
- To oversee the Information Governance Officer in responding to Freedom of Information requests, applying exemptions as necessary and carrying out Internal Reviews.
- To oversee Subject Access Requests.
- To be the named point of contact for the Information Commissioner's Office.
- To provide specialist advice, expertise and assistance in the areas of Data Protection and Freedom of Information.
- To have management oversight of the Modern Records Centre, including oversight of the approach to storage, appraisal and destruction of records.

### **6. Staff management**

- To line manage the Information Governance Officer and other staff as required

### **7. General**

- To participate in and lead meetings and working groups related to information governance.
- To undertake projects identified by the Head of Governance & Compliance.
- To liaise with stakeholders as required across the University.
- To represent the University as required.

### **Key Professional Relationships:**

Head of Governance and Compliance  
Chief Information and Digital Officer  
Research Ethics and Governance Manager

College and Service Senior Information Officers, Information  
Asset Owners and Information Co-Ordinators  
The University Business Continuity Team  
The Risk and Compliance Officer

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

## **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments and qualifications	Educated to degree level or equivalent  Information Management/ governance qualification or equivalent experience	Membership of relevant recognized professional bodies and/or societies
Relevant experience	Proven track record in information governance and management in a large organisation, preferably HE, working collaboratively with senior management and customers.  Experience of formulating strategy, policy and planning.  Supervisory or team leadership role	
Skills & Understanding	<p>Knowledge of national and international information security standards including ISO27001 gained from delivery in relevant working environment.</p> <p>Awareness of current issues surrounding information governance and management and commitment to maintaining professional development in these areas</p> <p>Knowledge of legislative and regulatory framework for information and records management (including but not limited to Data Protection Act, Freedom of Information Act, Privacy and Electronic Communications Regulations)</p> <p>Experience of turning legal frameworks and standards into strategy and practice</p> <p>Knowledge and understanding of budget management.</p> <p>Knowledge of risk management processes</p> <p>Ability to think strategically and produce business cases that clearly define benefits, risks and opportunities</p> <p>Strong interpersonal and communication skills and the ability to articulate the benefits of good information governance to a wide audience</p> <p>Evidence of decision-making skills and ability to problem solve</p> <p>A Champion for good information governance and management</p> <p>A good working knowledge of Windows and common IT packages</p>	<p>Experience implementing ISO27001</p> <p>An understanding of the business, education and research needs of the University</p>

	<p>Ability to prioritise, meet deadlines/handle conflicting deadlines and achieve targets</p> <p>Evidence of sound project management skills</p> <p>Good analytical skills, with an eye for detail</p>	
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### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Chris Lindsay, Head of Governance and Compliance, telephone (01392 723016) or email [C.A.Lindsay@exeter.ac.uk](mailto:C.A.Lindsay@exeter.ac.uk)

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be from £41,255 up to £47,801 on Grade G, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

#### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

#### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff will automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members).

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **26 April 2016**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.