

Directorate: Deputy Chief Executive's Department
Unit/Section: Governance
Grade: KSI
Responsible to: Operations & Client Relationship Manager

Purpose of the Job:

To provide:

- technical and specialist support to the designated lead data protection officer (DPO) to ensure that the organisation processes the personal data of its staff, customers, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules by acting as the lead advisor for strategic information governance issues.
- leadership and management of the DPO Support Team

Main duties and responsibilities:

- Lead, manage and develop the DPO Support Team
- Provide expert support and deputise for the DPO through the day-to-day provision of support including proactively advising the organisation on data protection issues and responding to queries directed to the DPO.
- Under delegation from the DPO, oversee the completion and review of data protection impact assessment (DPIA) including the sign off of low and medium risk DPIAs on behalf of the DPO and/or liaising with Legal for the procurement of legal advice.
- Develop, adapt, amend or maintain as necessary such policies, procedures, training and other measures to ensure compliance with information governance legislation in force at the relevant time including but not limited to:
 - Records of processing activities
 - Freedom of Information
 - Subject Access Requests
 - Records Management
 - Data protection by design and default
 - Data Protection Impact Assessments
 - Fair Processing
- Act as a senior advisor on strategic information governance issues at the Corporate Information Governance Group and the Information Governance Cross Directorate meetings.

- Act as a senior advisor for the Data Strategy and other corporate projects on a delegated basis from the DPO with accountability and responsibility for ensuring awareness of and delivery of processes that reflect legal duties.
- Act as the primary point of contact within the organisation for Information Governance Leads and provide support to develop the Information Governance Lead role.
- Provide support in relation to the Information Governance Risk Register including having an oversight of the risks and identifying potential mitigations.
- Support programmes and initiatives that involve the development of new or innovative information governance processes.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Corporate Information Governance Advisor*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 5 Diploma (or equivalent) and/or specialist/ advanced level professional qualifications and knowledge
EXPERIENCE	Demonstrable experience working in data protection compliance or a related field Expertise in data protection laws and practices including an in-depth understanding of the GDPR
SKILLS AND ABILITIES	Strong project management skills Ability to work well under pressure and manage sensitive and confidential information Excellent verbal and written communication skills, with strong attention to detail Great interpersonal skills and ability to work well both independently and as part of a team Excellent IT skills
KNOWLEDGE	Excellent knowledge of relevant legislation and policy and procedure
BEHAVIOURS AND KENT VALUES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding, and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make