

## Kent County Council

### Job Description: *Public Health and Integrated Commissioning Information Governance Lead*

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Integrated Commissioning</b>
<b>Grade:</b>	<b>KSH</b>
<b>Responsible to:</b>	<b>Senior Commissioning Manager</b>

#### **Purpose of the Job:**

To lead the management of the information governance agenda across Public Health (PH) and Integrated Commissioning (IC) by coordinating the implementation and review of policies and procedures within to ensure all activity complies with Information Governance legislation and Kent County Council policies and procedures by providing support in the day-to-day operational delivery of information governance, guidance, and assistance to officers within PH and IC, to build skills, knowledge and experience, and share best practice, to achieve regulatory compliance.

#### **Main duties and responsibilities:**

- Act as the lead within PH and IC for all information governance matters, to ensure managers and officers within the directorate can access timely and accurate advice, guidance, and supplementary training, as required for how to apply UK GDPR and DPA 2018 within the context of legislation and statutory guidance.
- Act as a positive ambassador for Information Governance, promoting awareness, promotion/publication of formally agreed systems and best practices to all stakeholders including commissioned providers.
- Manage the development and review of systems, policies, protocols & procedures to facilitate PH and IC compliance with Information Governance legislation and council policies, including the divisions Record of Processing Activity (ROPA), data mapping, processing and sharing between the division and other organisations.
- Preparing/delivering appropriate quality training to all managers and staff to ensure awareness of KCC's obligations with regard to Information Governance legislation, including delivery of the relevant council policy/procedures.
- Provide advice, guidance, and assistance to officers regarding all Information Governance legislation and processes, including data sharing, information security, management of data breaches, records management, responding to information requests, privacy notices, and Data Protection Impact Assessments.
- Manage the ongoing review and updating of PH and IC privacy notices, maintain an audit trail of all changes, and liaise with Digital Services to ensure kent.gov.uk reflects all changes in a timely way.
- Assess and resolve data risks and input into the directorate risk register as required. Management/coordination of internal audits and reviews reporting findings to leadership teams around updates, learnings and useful information to help reduce future breaches.

- Ensure good communication and collaborative working with IG colleagues across KCC, including in Adult Social Care and Health, Children Young People and Education, Corporate Information Governance, and the Data Protection Officer (DPO) team.

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.

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## Person Specification: *Public Health and Integrated Commissioning Information Governance Lead*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree level education, or able to demonstrate experience in Information Governance</li> <li>GDPR/Data Protection Practitioner Certificate</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Operational experience of systems for the safe and appropriate retention of paper and electronic records and understanding of the importance of robust records management in public organisations</li> <li>Operational experience of delivering Information Governance activities including development of DPIAs and Privacy Notices</li> <li>Experience of responding to data security issues</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability and experience of developing and delivering staff training and presentations to all levels of personnel including senior management</li> <li>Communicate effectively at all levels and produce concise user-friendly documentation</li> <li>Excellent organisational skills and ability to devise processes and systems for the effective management of personal information</li> <li>Good analytical skills to monitor and evaluate activities, identify risk and take appropriate action including reporting to senior management as appropriate.</li> <li>Ability to manage large volumes of work within tight timescales</li> <li>Proficient use of Microsoft Applications in particular Excel</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Detailed working knowledge of relevant legislation, including the European General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000, common law duty of confidentiality, Caldicott recommendations, National Information Security Directive, Record Management Codes of Practice and all other guidance and best practice published by the council or the Information Commissioner's Office.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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