

Kent County Council

Job Description: CYPE Information Governance Lead

Directorate:	Children, Young People and Education
Unit/Section:	Management Information & Intelligence
Grade:	KR10
Responsible to:	Assistant Director, Management Information & Intelligence

Purpose of the Job:

To oversee and coordinate the implementation and review of policies and procedures within Children, Young People and Education (CYPE) necessary to ensure it complies with Information Governance legislation and Kent County Council policies and procedures.

To provide support, guidance, and assistance to senior officers and service units within CYPE, to build skills and experience, and share best practice, to achieve regulatory compliance.

Main duties and responsibilities:

- Act as the lead within CYPE for all information governance matters, to ensure managers and service units within the directorate can access timely and accurate advice and guidance, and supplementary training, as required.
- Act as the lead within CYPE for how to apply UK GDPR and DPA within the context of children's legislation and statutory guidance.
- Manage the development, implementation and review of protocols, procedures, and guidance to support CYPE compliance with Information Governance legislation and council policies.
- Oversee the ongoing maintenance and development of the CYPE Record of Processing Activity (ROPA).
- Represent the directorate at the Cross-Directorate Information Governance Working Group, ensuring delivery of directorate actions arising from the group, escalation to Corporate IG Group as appropriate, and disseminating learning across CYPE as appropriate, including through the CYPE Connection newsletter.
- Work with system and data leads to ensure the directorate meets its obligations regarding the NHS Data Security and Protection Toolkit.
- Provide advice, guidance, and assistance to service units 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 CYPE 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.
- Report to DMT, DivMTs and service units to share updates and useful information and help reduce future breaches.
- Work with the MI Service Managers to conduct data security audits across the directorate and monitor audit activity, sharing findings with senior managers. Assess and resolve data risks and input into the directorate risk register as required.
- Work with the teams/staff that undertake Freedom of Information requests (FOIs) and Subject Access Requests (SARs) to ensure joined up working across all CYPE data protection and information governance activity.
- Ensure good communication and collaborative working with IG colleagues across KCC, including in Adult Social Care and Health, 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.

Kent County Council
 Person Specification: CYPE Information Governance Lead

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	<ul style="list-style-type: none"> • Experience of supporting organisational compliance within a legislative context • Able to demonstrate experience in Information Governance
EXPERIENCE	<ul style="list-style-type: none"> • Operational experience of data security issues • 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 • Operational experience of handling requests for information, reviews and complaints • Liaising with senior management (e.g., Directors, Members)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability and experience of developing and delivering staff training and presentations to all levels of personnel including senior management. • Negotiation and diplomacy skills, ability to influence senior colleagues to change policies and practices • Well-developed Customer Care skills with internal and external customers and the ability to handle complex, stressful and demanding situations involving sensitive personal matters • Excellent organisational skills and ability to devise processes and systems for the effective management of personal information • Good analytical skills to monitor and evaluate activities identify risk and take appropriate action including reporting to senior management as appropriate. • Ability to manage large volumes of work within tight timescales • Use of Microsoft Applications in particular Excel
KNOWLEDGE	<ul style="list-style-type: none"> • Working knowledge of relevant legislation, in particular Data Protection Act 2018, UK General Data Protection Regulation, Freedom of Information Act 2000, and Children's social care and education legislation • Good working knowledge of a wide range of local public services, so that referrals and contacts made, and advice given, are accurate. • Knowledge and understanding of policy and practice developments relevant to children and young people

	<ul style="list-style-type: none"> • Understanding of equality and diversity principles
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>