

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	LAW AND PEOPLE
SERVICE:	LEGAL AND DEMOCRATIC SERVICES
POST TITLE:	SENIOR INFORMATION GOVERNANCE OFFICER
GRADE:	PO2 £41,771- £45,091 per annum
REPORTS TO:	LEGAL AND INFORMATION GOVERNANCE MANAGER

JOB SUMMARY

1. To provide expert leadership and guidance to the Council by offering guidance and advice on all information governance matters including data protection matters and requests under the Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004.
2. To develop, implement and monitor Information Governance systems to ensure the Council complies with its information governance obligations.
3. To train and educate colleagues across the Council in Information Governance and continually raise awareness of the subject matter through implementation of Privacy by Design.
4. The role will proactively shape the data governance landscape, acting as a critical advisor to senior leadership, identifying and managing high-risk issues, and embedding a culture of privacy across the organisation.
5. To lead and co-ordinate responses to statutory requests through ensuring requests are acknowledged, logged, processed and provide services with advice to assess whether information can be released.
6. Support and deputise for the Data Protection Officer

MAIN DUTIES AND RESPONSIBILITIES

1. To support the Legal and Information Governance Manager as Data Protection Officer in the development, implementation, and ongoing management to provide expert leadership and advice direction on all aspects of Information Governance (IG) legislation, data protection, cyber security and privacy compliance.
2. To deputise for the Legal and Information Governance Manager on Information Governance matters, when required, including in their role as Data Protection Officer.
3. To develop, implement and monitor information governance safeguards and procedures to ensure the Council meets its legal obligations and continues to deliver effective services.
4. To draft and review information governance related policies, procedures and guidance accurately interpreting legislation, case law and best industry practice. To include regular reviews of the Council's policy and procedures, its Records Retention Policies, Privacy Notices, Publication Scheme and Public Registers.
5. To provide expert advice on all data protection legislation, freedom of information legislation and associated legislation to colleagues across the Council and at every level.
6. To proactively shape the data governance landscape, acting as a critical advisor to senior leadership, identifying and managing high-risk issues, and embedding a culture of privacy across the organisation.
7. To keep up to date with data protection legislation, freedom of information legislation and associated obligations, best practice, and developments in the discipline and support the Data Protection Officer to inform, advise and issue recommendations to the Council to ensure compliance is maintained and improved.
8. Provide expert advice to officers in relation to information sharing, completion of Data Protection Impact Assessments (DPIAs) ensuring the organisation's full compliance with the UK GDPR, Data Protection Act 2018, taking into account data security best practice including relevant cyber security issues relevant to data protection and all related legal and regulatory obligations.
9. Managing and implementing projects as well as client expectations whilst working to deadlines
10. To lead and coordinate the receipt, log, acknowledge, process and give advice on every request the Council receives to disclose information by way of requests under the Freedom of Information Act or Environment Information Regulations.
11. To lead and coordinate the receipt, log, acknowledge, process and give advice in relation to data subject rights requests made under the Data Protection Act 2018.
12. To evaluate and support information sharing arrangements between the Council and its partners and to give advice and assistance to colleagues on requests from the Council's partners to share information.

13. To develop and deliver the Information Governance Training and Awareness for the Council using a variety of mediums, for example, direct presentations, e-learning, regular communications and briefings.
14. To carefully analyse complex information and adjudicate on its best outcome for the Council so as to ensure legislative compliance and identification of risks to the Council seek out solutions to complex data protection risks and information governance matters to ensure service delivery remains lawful and compliant with data protection legislation.
15. To be the main point of contact for communications with the Information Commissioner's Office (ICO).
16. To look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
17. To ensure the Council is aware of and complies with its wider non statutory information governance responsibilities, for example by ensuring the application of data protection and Caldicott Principles.
18. To ensure adherence to the Council's Health and Safety Policy.
19. To support, promote and comply with the Council's Equality Policy when undertaking the duties of the post.
20. To comply with the Council's Employee Code of Conduct.
21. To undertake such other duties as may be prescribed from time to time commensurate with the experience and knowledge of the post holder and the grading of the post.

September 2025