

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Law & People	Service: Legal and Democratic Services	Job Title: Senior Information Governance Officer
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Qualifications, Professional Membership, Technical Skills

		Essential	Desirable	How Assessed
		Detailed knowledge and skills across all aspects of data protection legislation, particularly the Data Protection Act 2018 Freedom of Information Act 2000 and Environmental Information Regulations 2004.		Application Form Interview Presentation
		Educated to degree level or possess significant experience in an information governance role dealing with complex data protection matters.		Application Form
			Recognised professional qualification in law or data protection e.g. BCS Practitioner's Certificate in Data Protection	Application Form
			Experience carrying out the statutory role of Data Protection Officer or Deputy DPO	Application Form

		Demonstrated experience of managing complex data protection issues, including high-risk processing, data breaches, and data subject rights.		Application Form Interview Presentation
		Proven ability to develop and deliver training and awareness programs to a variety of audiences.		Application Form Interview Presentation
		Experience of working with external regulators, such as the Information Commissioner's Office (ICO), and handling investigations or complaints.		Application Form Interview Presentation
		Knowledge of risk management and how to apply it to information governance and data protection processes.		Application Form Interview Presentation
Competency	Level	Essential	Desirable	How Assessed
Achieving Results	4	Able to use, and encourage, innovation to achieve objectives and results Able to Set longer-term, challenging goals and strives to achieve them Able to maximise the full use of available resources to achieve goals and objectives Able to make a significant contribution towards service improvement		Interview Application Form
Communication	3	Able to prepare and structure communication and training to aid understanding Able to effectively manage group discussions and situations, communicating		Interview Application Form

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		in a way that is understandable and meaningful to all Able to communicates complex information in a variety of written formats		
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Competency	Level	Essential	Desirable	How Assessed
Creative Thinking	3	Seeks out and incorporates new suggestions and ideas Able to Modify practices or approaches that have been used elsewhere Re-thinks traditional ways of doing things		Interview Application Form
Customer Focus	3	Demonstrates excellent customer care Drives standards for excellent customer service		Interview Application Form
Decision Making and Problem Solving	4	Able to Identify the key issues in ambiguous or inconsistent data Able to evaluates whether arguments or cases are complete or sound Able to reconcile differing arguments to make intelligent business decisions		Interview Application Form
Making Change Work	3	Advocates the need to change and encourages others to try new ways of working Creates a positive image of change		Interview Application Form
Managing Resources, Projects and Processes	4	Able to plan projects and tasks in a structured way, building in flexibility, anticipating difficulties		Interview Application Form

		Able to monitor and review progress and performance against plans Focuses on end results, ensures that projects are seen through and completed Able to exploit the full use of technology in work processes		
Organisational awareness and Commitment	3	Ability to recognise unspoken organisational limitations, what is and is not possible at certain times or in certain positions Ability to make choices and sets priorities to meet the Council's needs and fit with its vision even when it may be personally difficult to do so Ability to Co-operate with others to achieve objectives for the wider organisation		
Competency	Level	Essential	Desirable	How Assessed
Personal Impact	3	Able to Recognise and take the approach that will ultimately produce the best outcome for the Council Proactively supports the Council's values and goals		Interview Application Form

		Co-operates with others to achieve objectives for the wider organisation		
Working Relationships	3	Genuinely values others' expertise, input and ideas Creates strong relationships and establishes informal and formal networks within the Council Develops new and innovative ways of working with others and exchanging information		Interview Application Form
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment		Interview Application Form