

Job Title: Information Governance Officer	
Job Evaluation Number	B671

JOB DESCRIPTION

Job Title: Information Governance Officer	Location: TVP/Hampshire
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Information Governance Manager	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Ensure that both forces record, review, evaluate and make proportionate decisions to retain, dispose of, share and use accurate information in support of the information governance strategy, standards and legislation.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

Resources - Provide departmental resilience; supervise IM staff activities, including health and safety, welfare, PDR and resources across both forces.

Strategy - Identify Information Management business risks and propose recommendations for mitigation to management.

Governance - Research, review, analyse and report on the accuracy, relevance, retention and appropriate use of information, recommending and executing disposal where appropriate, identifying trends and opportunities to increase data quality, ensure lawful information sharing and improve compliance with information governance standards.

Delivery - Maintain and produce performance information, records and spreadsheets (using a broad spectrum of IT systems and applications) in support of information management business areas.

Contributing and participating in the creation and delivery of guidance, training and operational procedures surrounding information management for both forces.

Cultivate relationships with stakeholders in order to raise awareness and proactively contribute to improving the two forces' adherence to Information Management standards.

Provide an effective service to internal and external customers on all Information Governance related activities, solving related problems, providing recommendations and outcomes to resolve issues and mitigate risks.

Research and analyse information systems in support of information management business areas.

Support the delivery of advice, guidance and awareness of information sharing best practice and Information Sharing Agreements (ISA) managing the content of the ISA register.

Support the delivery of the Information Assurance Maturity Model Action plan.

Review police records, ensuring inaccurate or duplicated information is amended or deleted, maintaining auditable records as required by current police information management standards, working practices and legislation, including MoPI.

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Review police records for further retention or disposal, in accordance with the National Assessment Retention Criteria, to ensure their adequacy and continuing necessity for a policing purpose. Recommend information for disposal and conduct peer-to-peer reviews with IG colleagues, assessing risk and authorising/rejecting recommendations as appropriate. Removing designated information from force information systems once agreed, in accordance with relevant legislation.

Provide operational feedback to other departments with the purpose of enabling them to assess the aggregated risk that an individual may pose and submit intelligence reports where police information is either out of date or not readily accessible, highlighting any significant increase in risk.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, and the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:
Delivering services and advice to two forces with different structures, policies, cultures and systems.
Vetted to the appropriate level to identify and handle sensitive, personal and classified information in accordance with recognised Information Management standards and legislation.
Be prepared to travel and to provide resilience between both Forces as and when required.
Required to maintain a working knowledge of relevant information legislation, policy and procedure in order to provide an effective and efficient service.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows:	E/D
1. Good problem solving abilities and customer service skills, with attention to detail and deadlines.	E
2. Effective communication skills.	E
3. Proven advanced user skills in office computer applications including spreadsheets and databases.	E
4. Maintain a high degree of integrity and trust when dealing with sensitive and classified information.	E
5. Proven understanding of Information Management principles and relevant legislation (Data Protection Act, MOPI and Freedom of Information Act).	E
6. Good standard of education and experience in relevant discipline, e.g. Information Governance, Data Protection, Information Assurance/Security, MoPI.	E