



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Information Governance Programme Compliance Officer, Secretariat



Salary: Grade 7 (£33,199 – £39,609 p.a.)

Reference: CSSEC1012

Fixed term (2 years due to project funding)

We will consider job share and flexible working arrangements

Information Governance: Programme Compliance Officer (Secretariat)

Are you passionate about information governance and data protection? Would you like to join a team committed to developing institutional policy and practice in this area?

The Secretariat has been leading a project to ensure that the University meets its ongoing data protection obligations. The project is moving into its next phase; over the next two years we are looking for an individual to co-ordinate our activity across three principal projects, which involve remediation of legacy data across institutional systems and applications; remediation of file store data; and the procurement and implementation of a new suite of on-line training. You will have oversight across the University of all three projects to ensure their seamless and consistent implementation.

Reporting to the Head of Records Management and Information Governance, this is an exciting opportunity for a proactive and motivated information professional to join the Information Governance team at an important time in the development of data protection law.

Working within the Data Protection Officer's team, you will also undertake a range of other duties across the Data Protection (GDPR) programme. You will help embed and monitor data protection principles across the University, and respond to requests made under the UK data protection legislation. You will provide support for internal reviews and responses to regulatory bodies, ensuring that our processes and procedures remain fit for purpose and that the University meets its statutory responsibilities under UK data protection legislation.

You will be a qualified information professional, with a good knowledge of legislation relating to information management (e.g. GDPR) and experience of managing organisational compliance matters.



What does the role entail?

As an Information Governance Programme Compliance Officer your main duties will include:

- Working across all faculties and services to support the work of the Senior Corporate and Governance Affairs Officer and the Head of Records Management and Information Governance in promoting and championing the application of its General Data Protection Regulation compliance plan;
- Supporting the faculties, and services with file remediation in conjunction with software to assist this;
- Being involved in requirements gathering for the software, and vendor selection;
- Working with staff across the University to check the quality and currency of personal data they gather, hold and process;
- Undertaking manual checks of archived and shared data in University systems and applications to ensure compliance with regulations;
- Acting as a central point of contact, providing tailored advice on the University's approach to GDPR compliance, and act as a central point of contact for the programme;
- Helping to disseminate and embed information within the faculties on data protection provided by the University's Data Protection Officer and IT Service;
- Fielding data protection queries, help to resolve them and share best practice.
- Dealing with Data Subject Access requests;
- Providing support for internal reviews of responses to requests for information and correspondence with regulatory bodies where requests for information are subject to further investigation;
- Managing case files for requests made under UK data protection legislation for case files;
- Assisting with investigations into breaches of Information regulations and policy;
- Attending external conferences and meetings as appropriate;
- Maintaining and apply current knowledge of information rights law and practices;
- Acquiring and maintain working knowledge of the culture of the organisation including its security practices;
- Assisting with the development of new policy as required, ensuring the implementation of policies once approved;



- Reviewing existing policies and procedures. Policies will include Security policies, Conditions of Use, Disaster Recovery/Business Continuation policies and Information policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Information Governance Programme Compliance Officer you will have:

- Qualified information professional with professional qualified experience;
- Demonstrable experience of managing organisational compliance matters;
- Experience of dealing with a range of issues relating to information compliance and a willingness to react confidently and quickly to emerging issues;
- Excellent analytical skills and sound judgement;
- Knowledge of legislation relating to information management such as GDPR;
- Demonstrable communication skills in English Language (both oral and written) with the ability to communicate complex or specialist information to people outside your area of expertise;
- Up to date technical knowledge and a willingness to undertake further training and development as necessary;
- Presentation skills;
- Ability to propose and deliver workable solutions;
- Ability to manage and prioritise a varied workload in a timely and cost effective manner;
- A collaborative working style.

You may also have:

- Membership of an appropriate professional organisation;
- Experience of working in the Higher Education sector;
- Development of electronic records and document management structures;
- Knowledge of compliance risk assessment process to identify and assess risk;
- Experience managing and updating web pages;
- Skilled use of Sharepoint and Microsoft Teams;
- Demonstrable skills in Outlook.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Alice Temple Head of Records Management and Information Governance»

Tel: +44 (0)113 343 7641

Email: a.c.temple@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

