



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Information Governance Manager, IT Leeds Institute for Data Analytics



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: CSUIT1325

We will consider flexible working arrangements

Information Governance Manager IT Services and Leeds Institute for Data Analytics

Are you a highly skilled delivery focused Information Governance Manager looking to work in Research Computing and Data Analytics? Do you have excellent data protection skills and experience that can be used to support research at The University of Leeds? Are you interested in running the Information Security Management System for one of the University's key research platforms?

It is a great time to join the University of Leeds. The Leeds Institute for Data Analytics (LIDA) is a leading research department of the University of Leeds, playing a central role in the University of Leeds strategic plan, aligning with national priorities including the development of data science and Artificial Intelligence as one of the four grand challenges in the Industrial Strategy.

The Institute supports a research portfolio of £50 million across the University, working within a physical hub of 170 seats. In 2018 the University of Leeds became a partner in the UK national institute for Data Science and Artificial Intelligence (Alan Turing Institute), and has won major multidisciplinary awards in the field of data science including the UKRI funded LIDA Centres for Doctoral Training in Artificial Intelligence for Medical Diagnosis and Care and in Data Analytics and Society. We work closely through our partnership with Turing, and support our staff in accessing training and development opportunities including collaborative working, project design and execution.

Working together with the University of Leeds Research IT Professional Service, we are making significant investment in our infrastructure and staff. Moving to a cloud based platform; we want to develop new and improved ways of working and support our researchers in developing new models of working and realising the exciting opportunities our new IT infrastructure can bring.

As Information Governance Manager you will have experience in a broad range of information assurance areas, including data protection and related legislation and be responsible for promoting best practice in managing data. You will also have knowledge of information security and risk management and experience of



implementing training and raising awareness of information governance and assurance. You will likely be qualified as an Auditor or Implementer in ISO 27001.

You will provide Information Governance for the ISO27001 and Department of Health Data Security and Protection Toolkit (DSPT) compliant IT platforms which are used by LIDA researchers. Thereby enabling the safe and legal conduct and delivery of cutting edge research using sensitive and confidential personal data.

It is therefore essential that you have significant experience of Information Governance, Data Protection and a working knowledge in Cyber Security.

This role provides a unique opportunity to support Leeds Institute for Data Analytics ([LIDA](#)) ambitious plans to drive forward data analytics at Leeds, and be part of a global movement to ensure the effective use of data to drive research, policy development and public good initiatives.

What does the role entail?

As the Information Governance Manager your main duties will include:

- Ensuring the management, security and integrity of data held within LIDA IT systems and offices is compliant with University's policies, local arrangements and relevant legislation;
- Undertaking routine or ad hoc audits to test compliance with policies and standards and carry out risk assessment identifying information risks, reporting as appropriate and working across IT to minimise or mitigate these;
- Operating and maintaining the ISO 27001 and NHS Data Security and Protection Toolkit (DSPT) for the LIDA IT Platforms. Developing this and other ISMS going forward;
- Ensuring Standard Operating Procedures (SOPs) or other documents for research data management including data collection, linkage, publication and removal developed by the LIDA team are in line with the ISMS. Managing a quality controlled system for versioning, access and training in these documents;
- Assessing and managing the organisation's compliance with security objectives, policies, standards and processes;
- Developing the Information Assurance and IT Security policies, procedures and training documents and lead on the communication and training of these;



- Managing the reporting and investigation of incidents and breaches. Working cross team to investigate issues and recommend appropriate control improvements;
- Providing leadership, expert advice and guidance relating to information governance for data held within the LIDA secure environments;
- Supporting the delivery of new projects via agreed processes including the drafting, review or advice on Data Sharing and Data Processing Agreements;
- Working with the University's Legal Affairs team to provide expert advice and guidance in the relevant legal areas e.g. DPA (2018), RIPA, FOI;
- Developing good working relationships with internal and external stakeholders and partners including NHS, NHS Digital, Leeds Teaching Hospitals NHS Trust (LTHT) and commercial partners in order to maintain and build Leeds' reputation in this area.

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 Manager you will have:

- A background of working in an Information Governance or IT Security role;
- Experience of drafting, reviewing, maintaining and delivering policies procedures and information security, risk and regulatory compliance awareness training;
- Significant experience of undertaking risk assessment and management, identifying information risks and advising on mitigation of that risk;
- Substantial knowledge of relevant legislation e.g. DPA (2018) and IT related compliance matters and the ability to provide professional advice and guidance on these areas;
- Experience of investigating breaches of data protection or security, including making recommendations of appropriate control improvements;
- Experience of monitoring the application and compliance of security operations procedures and reviewing information systems for actual or potential breaches in security;
- The ability to build effective relationships with internal and external customers and technical partners;



- Experience of effectively managing your own workload, taking ownership of resolving tasks and issues independently and using your own judgement to work collaboratively with colleagues as appropriate;
- Excellent communication skills, with the ability to translate technical information to a diverse range of customers.

You may also have:

- Knowledge of statistical disclosure control, pseudonymisation and anonymisation techniques and their practical application;
- Experience of implementing, developing or auditing an ISO 27001 service;
- Experience of working with NHS Data Protection and Security Toolkit;
- Experience of working in an ITIL service management environment.

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:

Philip Hobley, IT Assurance Manager

Tel: +44 (0)113 343 5408

Email: i.p.hobley@leeds.ac.uk

Additional information

Find out more about the IT Service [here](#).

The Data Analytics team comprises analysts, developers, information governance and infrastructure expertise. It is a dedicated research computing team setup to support the delivery of LIDA's research priorities. To find out more about LIDA visit the [Leeds Institute for Data Analytics](#) website.



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.

A diverse workforce

The University of Leeds holds the [Athena SWAN Bronze Award](#) in recognition of our success in recruiting, retaining and developing/promoting women in Science, Technology, Engineering, Medicine and Mathematics (STEMM). We also offer a number of family-friendly employment practices that are designed to enable a good work-life balance.

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

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.

