

DESKTOP EVALUATION:**JOB TITLE: Information Governance Manager****JOB STATEMENT:** (up to 4 key elements)

1. Responsible for developing a culture of good information governance practice and providing relevant auditing, training and support associated with this.
2. Responsible for ensuring the Trust is aware of its legal responsibilities and ensure compliance with the relevant information governance policies and legislation including Data Protection Act 1998, Freedom of Information Act 2000 and Control Assurance Standards.
3. Assist in the development in conjunction with the Information Governance Board and Sub Groups all support systems for the implementation and management of Information Governance across the Trust.

Factor	Relevant Job Information	Job Level	JE Score
1. Communication & Relationship Skills	Works collaboratively with Information Asset Owners, other Senior Managers and staff throughout the Trust in raising awareness of the regional information governance requirements being implemented.	4	32
2. Knowledge, Training & Experience	1. Have a university degree or relevant professional qualification level, and a minimum of 3 years in a band 5 or equivalent level in an information related role OR Have at least 5 years' experience in one of the following roles: Data protection, information management, records management, clinical and social care governance role or other significant information handling role. 2. Demonstrate good knowledge of Freedom of Information and Data Protection requirements. 3. Demonstrate good understanding of the records management function. 4. Working knowledge of Microsoft Office applications including access, word, excel and powerpoint. 5. A full driving licence with access to a form of transport.	6	156
3. Analytical & Judgemental Skills	Analyses and interprets relevant policies relating to Data Protection Act, Freedom of Information and Controls Assurance.	4	42
4. Planning & Organisational Skills	Assists with the planning, development and delivery of awareness training associated with Information Governance and relevant evaluation.	3	27
5. Physical Skills	Standard keyboard skills.	2	15
6. Responsibility for Patient/Client Care	Provides information relating to Data Protection Act, Freedom of Information to patients/clients on request.	2	9
7. Responsibility for Policy/Service Development	Contributes to the development of policies and procedures and guidelines for the proper governance of personal data from a data protection perspective.	3	21
8. Responsibility for Financial & Physical Resources	Lodges cheques relating to subject access requests.	2	12
9. Responsibility for Human Resources	Provides specialist training relating to information governance training across the organisation.	3	16
10. Responsibility for Information Resources	Maintains and develops databases on data protection queries and subject access requests.	3	16

11. Responsibility for Research & Development	Undertakes information governance audits of department and teams in relation to compliance with legislation and Trust policies and procedures.		2		12
12. Freedom to Act	Under direction of the Senior Manager for Data Protection post holder is responsible for developing a culture of good information governance practice and providing relevant auditing, training and support.		3		21
13. Physical Effort	Light physical effort.		1		3
14. Mental Effort	Concentration required for auditing, data analysis and report writing.		2		7
15. Emotional Effort	Limited contact with patients/clients.		1		5
16. Working Conditions	General office conditions.		1		3
		Band	6		397

Initials :

DATE : 29/06/2011