Information Governance Officer
Corporate & Information Services

Closing date: 10 February 2019
Interview date: 25 February 2019
Vacancy reference: 7248
INTRODUCTION

As a leading international research university, York has wide ranging and complex information governance requirements across recruitment, research and teaching. They include the need to recruit students and staff from the best candidates across the world; to collaborate with leading researchers wherever they are located; and to work with commercial and other organisations on topics that involve gathering, using, sharing and retaining confidential data. The post will work across the whole of the information governance area of responsibility and will provide post holders with the opportunity to gain high level experience of most operational areas in the University. You will work in key areas in the field, including, but not limited to, data sharing, contract review, subject rights requests and freedom of information enquiries.

The posts will sit within Legal Services, part Corporate and Information Services. The Directorate of Corporate and Information Services is a new Directorate led by the Deputy Registrar. It is responsible for six key University services, Planning, Strategic Programmes and Change, Governance and Assurance, Legal Services, Health and Safety, and Information Services.

All staff share responsibility for and contribute to the success of the overall service. We want you to contribute to service improvement, working in an environment of mutual respect and openness. We strongly encourage all staff to engage in a process of continual review - both of their own work and that of colleagues; making suggestions for change to ensure that we continue to develop and enhance our services to meet the requirements of all our users.

This will also involve the setting of service standards and monitoring these to ensure our success. In developing and delivering services you will be directly contributing to both the Information Strategy, subsidiary strategies and the University Strategy and as a collegiate organisation we welcome your contribution.
Main purpose of the role

To enable the University’s Data Protection Officer to develop and implement key processes for managing University data, taking into account the requirements of record creators, users and subjects, and legislation, standards and best practice; making use of new technology and systems where appropriate; and responding to changing and emerging needs over time.

The role holder will be involved in all areas of information governance including, but not limited to, data sharing agreements contract review, subject rights requests and freedom of information enquiries.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- The role holder will support and work with the Data Protection Officer by:
  - analysing research, data sharing, IT and supply chain contracts to identify areas of non-compliance with Data Protection legislation
  - handling subject rights requests under data protection legislation
  - coordinating requests for information under Freedom of Information and Environmental Information legislation
  - maintaining the University’s publication scheme
  - analysing project proposals e.g. ethics/research proposals, and contracts from across the University to ensure that data sharing implications are identified at the earliest possible stage
  - assisting departments with the completion of privacy impact assessments
  - delivering training sessions on a regular basis to departments, including creating bespoke training packages where required for specific needs
  - providing specialist advice and support to staff at all levels on information governance matters
  - assisting with data breach investigations
  - ensuring the GDPR website is up to date and ensure timely communication of relevant issues to all staff through appropriate channels e.g. website, staff digest, twitter feed, relevant committees etc.
  - undertaking other duties related to information governance as required.

At a glance

Salary £32,236 - £39,609 a year

Hours of work Full time (37 hours a week)

Contract type Fixed term (up to 3 years)

Based at Heslington Campus West
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Graduate</td>
<td>Essential</td>
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<tr>
<td>Postgraduate degree in an information governance field or records/archive management</td>
<td>Desirable</td>
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### Knowledge

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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>The Data Protection Act 2018</td>
<td>Essential</td>
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<td>The General Data Protection Regulation 2016</td>
<td>Essential</td>
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<td>Freedom of Information Act 2000</td>
<td>Essential</td>
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<td>Environmental Information Regulations 2004</td>
<td>Essential</td>
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<td>Records management principles and objectives</td>
<td>Desirable</td>
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<tr>
<td>The Data Protection Act 1998</td>
<td>Desirable</td>
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<td>The Privacy and Electronic Communications Regulations 2003</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Working pragmatically to produce practical solutions</td>
<td>Essential</td>
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<td>Attention to detail and logical, systematic method of working</td>
<td>Essential</td>
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<td>Working to deadlines and planning time effectively to maintain service standards</td>
<td>Essential</td>
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<td>Ability to make progress with project work around unpredictable daily service demands</td>
<td>Essential</td>
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<td>Initiative, self-motivation and flexibility</td>
<td>Essential</td>
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<td>Working well alone and in a team</td>
<td>Essential</td>
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<td>Working well with staff at all levels of an organisation</td>
<td>Essential</td>
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<tr>
<td>Proficient in the use of Microsoft Office applications including Word, Excel, Access as well as Google G Suite</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Working with data protection legislation</td>
<td>Essential</td>
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<td>The administration of information requests made under the Data Protection and Freedom of Information regimes</td>
<td>Essential</td>
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<td>Working in a Higher Education environment</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<tr>
<td>Imagination and creativity to suggest different approaches to work</td>
<td>Desirable</td>
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<td>Persistence to see work through to its finish</td>
<td>Essential</td>
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<td>Concentration over long stretches of time</td>
<td>Essential</td>
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The Directorate of Corporate and Information Services is a new Directorate led by the Deputy Registrar. It is responsible for six key University services, Planning, Strategic Programmes and Change, Governance and Assurance, Legal Services, Health and Safety, and Information Services, (which includes the Library, Archives and IT functions). The rationale behind the creation of this Directorate is threefold firstly, to enhance coordination between central professional services and academic departments, secondly; to strengthen the governance, assurance, and risk management activities of the University and finally to create the capability to support the delivery of strategic initiatives and institutional change.

As a new Directorate we will strive to provide the best student and staff experience via a strong customer focus, agile and effective services and a commitment to continuous improvement, We will work in collaboration with colleagues both within the Directorate and across the University to achieve this aim.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7248
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 10 February 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Durham Burt, durham.burt@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835