

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Service, Performance and Communications
Post	Information Governance Officer
Post No	505285
Grade	11
Location	Fire and Rescue Service Headquarters, Llantrisant
Responsible to	Information Governance Manager

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

The post holder will support the Information Governance Manager in providing direction, support and advice to the Authority and the Service in matters relating to Information Governance, ensuring compliance with the relevant legislation. These include (but are not limited to) The General Data Protection Regulation (GDPR), The Data Protection Act 2018, The Freedom of Information Act 2000, The Regulation of Investigatory Powers Act 2000 (RIPA), Privacy and Electronic Regulations (PECR) and The Environmental Information Regulations 2004.

The post holder will support the Information Governance Manager in advising the organisation on matters relating to the effective management of information, including (but not limited to) records retention and disposal, information sharing and disclosures of information.

DUTIES AND RESPONSIBILITIES:

1. To assist the Information Governance Manager to monitor organisational compliance with Data Protection and Freedom of Information legislation, including (but not limited to) – ensuring that the relevant policies/procedures are kept up to date and followed; advise all staff on the completion of relevant documentation such as data protection impact assessments (DPIAs) and privacy notices; maintain the central Register of Processing Activities (RoPA) and equivalent documentation.
2. To lead, and to conduct, information governance audits, including but not limited to at stations, in accordance with an audit programme as agreed with the Information Governance Manager.
3. To oversee the organisation's processing of Data Protection requests, including but not limited to Data Subject Access Requests and Police Requests, and to process requests as part of the wider team. This would include overseeing the logging,

checking of applications and ID, acknowledging of requests, collation of data, applying any relevant redactions, undertaking final spot checks prior to release of the documentation within the required time frame, escalating to the Information Governance Manager where needed and as required.

4. To assist the Information Governance Manager in providing advice and guidance to those completing data protection impact assessments (DPIAs), prior to review and approval by the Information Governance Manager.
5. To undertake data incident and breach logging when required and to undertake the associated fact-finding investigations. This will provide the foundation for preparing the final data incident and breach report by the Information Governance Manager.
6. To oversee the organisation's processing of Freedom of Information requests, conducting public interest tests where required, and to process requests as part of the wider team. This would include overseeing the logging, acknowledging of requests, coordinating the distribution of requests to relevant information holder(s), applying any relevant exemptions and redactions where necessary, ensuring the response is compliant and provided within the required time frame, escalating to the Information Governance Manager where needed and as required.
7. To lead the organisation's processing of incident information requests, including requests for operational incident reports from the Incident Recording System (IRS), and to process requests as part of the wider team. This includes reviewing applications, ID verification, logging payments, redaction, and issuing the report to the requestor within the required time frame, escalating to the Information Governance Manager where needed and as required.
8. To investigate and manage all queries and complaints regarding the organisation's processing of incident information requests, including Incident Recording System (IRS) requests, escalating to the Information Governance Manager where needed and as required.
9. To oversee and carry out the general maintenance and upkeep of files, filing systems and databases of files (both manual and electronic), including but not limited to the Information Governance team's shared folders. This includes oversight and maintenance the organisation's archives.
10. To support the Information Governance Manager in managing information sharing and disclosures of information, including the completion of required data transfer and data destruction forms.
11. To lead, devise and to conduct, information governance training and awareness, in accordance with the training and awareness programme as agreed with the Information Governance Manager. Also assist with creating general guidance for the to the Authority and the Service, including but not limited to, the creation of aide memoirs.
12. To research and identify good practice and continuous improvement with respect to the organisation's compliance with information governance laws and regulations and implement as agreed with the Information Governance Manager.

- 13.To provide approval for and to facilitate viewing of images, footage, and the listening of audio by internal staff only (using pre-approved rules) and to identify and escalate more complex requests, including external requests, for approval by the Information Governance Manager.
- 14.To authorise the release of time sensitive official requests e.g., Police, Courts, Coroners Court, Natural Resources Wales, Health and Safety Executive etc. (using pre-approved rules), escalating complex or sensitive requests, for approval by the Information Governance Manager, before release.
- 15.To participate in, and represent the Information Governance Manager at, team, department, inter-departmental, corporate and external working groups and meetings as directed, and to liaise with other departments and other external bodies and organisations as required.
- 16.Represent the Service on National and Local groups and committees and liaise with other Fire and Rescue Services in relation to information management and security as required.
- 17.To assist in the preparation and collation of team reports, papers, statements and documents, including those relating to the Information Governance team's Key Performance Indicators (KPIs) on a routine and ad-hoc basis. The written outputs are provided to Welsh Government, Fire Authority Members, senior management, our partners and members of the public.
- 18.Any other duties commensurate with the grade and post.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

NB: This role involves occasional travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

