

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

**SOUTH WALES FIRE & RESCUE SERVICE
HEADQUARTERS, FOREST VIEW BUSINESS PARK, LLANTRISANT**

CORPORATE SERVICES DIRECTORATE

Information Governance Support Officer

TEMPORARY – 12 months

37 HOURS PER WEEK

REF: 502944

GRADE 7 - SALARY: £29,093 - £30,060

An exciting opportunity has arisen to appoint an Information Governance Support Officer within the Corporate Service Directorate, based at Fire and Rescue Service Headquarters.

The successful applicant will be responsible for providing additional resilience for and administrative support to the Information Governance Manager 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 and The Freedom of Information Act, The Regulation of Investigatory Powers Act 2000 (RIPA), Privacy and Electronic Regulations (PECR) and The Environmental Information Regulations 2004. The successful applicant will also assist on matters relating to the effective management of information, including (but not limited to) records retention & disposal, information sharing and disclosures of information.

The successful applicant will have Knowledge of Data Protection and Freedom of Information legislation and proven experience of working in an Administrative Role.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Information Governance Manager, Christian Landeg-John on 01443 232213.

Completed expressions of interest should be returned to: Christian Landeg-John via email, c-landeg-john@southwales-fire.gov.uk. The closing date for receipt of applications is **19/12/2024**. The date for the Selection stage is to be confirmed.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

