Job description

Job title: Information Governance Manager
Grade: Manchester Level 3
Directorate: Resources and Quality Assurance
Section: Information Policy
Location: Manchester
Reporting to: Head of Information Policy

Job purpose
To provide leadership in relation to the management of personal data and information governance. Working with colleagues from across the organisation and external stakeholders to provide prompt and accurate information governance advice.

Main responsibilities
1. Be a subject matter expert and advisor for all matters relating to information governance and information access.
2. Participate in the work of a small but specialist team focusing on information governance.
3. Work with internal customers to establish their requirements, review information governance issues and provide guidance.
4. Ensure all data exchanges comply with information governance best practice.
5. Support the ongoing provision of a data protection impact assessment framework.
6. Work with colleagues to instruct external counsel in respect of information rights issues.
7. Keep up to date with developments in information governance best practice and information rights.
8 Work with the GMC’s information security team to maintain our corporate information security policy and ensure compliance with the international information security standard, ISO 27001.

9 Contribute to the continuous improvement and development of information governance policies and procedures, including the provision of advice and guidance to Directors, Assistant Directors and other colleagues.

10 Support the work of the GMC’s procurement team, assisting in the review of contracts in respect of information governance issues.

11 Support the GMC’s Data Protection Officer in the performance of his role.

12 To apply and manage the relevant diversity and equality policy and practice relevant to the role.

13 To apply the relevant management systems, procedures and policies relating to risk management, health and safety, information security and business continuity.

14 Any other reasonable duties as may be assigned from time to time.

August 2019
Key skills

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Key skill 1 – technical knowledge and skills

a Essential: a strong and up to date knowledge of personal privacy and information access legislation including the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.

b Essential: extensive experience of information governance in a legal, regulatory or healthcare environment.

c Significant experience of establishing requirements for data sharing and data acquisition.

d Experience of commissioning or drafting instructions for Counsel.

e Proven experience of working with senior managers and key stakeholders.

f The ability to maintain confidentiality at all times.

g Demonstrate a strong commitment to valuing diversity in the workplace.

Key skill 2 – communications skills

h The ability to draft high calibre presentations, reports and papers is essential. The post holder will be expected to maintain high standards of accuracy, with unwavering attention to detail, especially when working under pressure.

i The ability to communicate complex issues in easily understood documents and in person. The ability to present information clearly, succinctly and accurately is essential.
Key skill 3 – interpersonal skills

j Excellent interpersonal skills are needed as the role involves considerable interaction with people at all levels both within and outside the GMC.

k The post holder will require excellent influencing skills and should have the self-confidence to immediately establish credibility. The ability to present complex information clearly, succinctly and accurately is essential.

l The post holder must develop and maintain excellent working relationships with internal and external stakeholders.

Key skill 4 – organisation skills

m The post holder must have excellent organisational skills, managing conflicting priorities while delivering high quality and accurate work, often to tight deadlines.

n Project management skills are essential. The post holder will be required to achieve a high level of output to meet the challenging work agenda.

Key skill 5 – innovation and problem solving skills

o The ability to identify solutions and make recommendations to improve IS processes and procedures and lead to their implementation in partnership with GMC colleagues.

p Strong analytical skills with the ability to assimilate and interpret complex information to ensure issues are resolved quickly.

q The post holder must be able to quickly develop an understanding of the work of the GMC and our strategic objectives.

Key skill 6 – people management skills

r Capacity to line manage and motivate a small team, setting objectives and assessing performance if required.

s A good understanding of equality and diversity issues and best practice relating to the role’s responsibilities.

t A good understanding of business processes and policies relating to the risk management, health and safety, business continuity and information security requirements of the role.

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Terms and conditions

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The following terms and conditions apply to this post.

Salary band £36,951 to £46,868 with an exceptional maximum of £53,843. This is the salary band for the role and the successful candidate will move through this band whilst in the role. We look to appoint successful candidates towards the bottom of the salary band.

Annual leave 25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be eligible. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.
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<tr>
<th><strong>Other benefits</strong></th>
<th>Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS.</th>
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<tr>
<td><strong>Hours of work</strong></td>
<td>37.5 hours a week, 9:00 to 17:00, Monday to Friday.</td>
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<td><strong>Location</strong></td>
<td>3 Hardman Street, Manchester. Some travel to other locations will be required.</td>
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