## 1 Advertisement

**Post title:** Information Manager
**School/department**: Information Management team, Division of the General Counsel, Governance and Compliance
**Hours**: Full or part-time hours considered up to a maximum of 37.5 hours per week. Requests for flexible working options will be considered (subject to business need).
**Location**: Brighton, United Kingdom
**Contract**: Permanent
**Reference**: 9824
**Salary**: starting at £35,333 to £42,155 per annum, pro rata if part/time
**Placed on:**
**Closing date**: 05 December 2022
**Expected Interview date:** 16, 19 or 20 December 2022
**Expected start date**: As soon as possible

We are looking to recruit an Information Manager to join us in the Information Management and Compliance team, which is responsible for casework, policy and regulatory compliance in a number of key areas, including data protection, privacy, records management and Freedom of Information legislation.

In conjunction with the Head of Information Management and Compliance (the University's Data Protection Officer), the Information Manager is responsible for proactive monitoring, coordination and management of compliance on behalf of the University in relation to data protection and privacy.

The role is varied, but with a particular focus on accountability documentation such as our Information Asset Registers, supporting Data Protection Impact Assessments, and ensuring data protection compliance in the University's contractual and data sharing arrangements.

You will need to plan, prioritise and organise the work and resources of yourself and others, to meet statutory / governance deadlines and commercial requirements, and to manage any reputational risks to the University.

The role requires effective relationship building and collaborative working with a range of stakeholders, including our network of Information Asset Owners, and so gives the opportunity to work with a wide range of colleagues across the University.

Experience in the Higher Education sector is not essential – instead we are looking for candidates with detailed knowledge and experience in data protection and privacy, who are able to engage positively with a range of stakeholders and produce high quality written work.

Please contact Alexandra Elliott, Head of Information Management and Compliance, for informal enquiries: Alex.Elliott@sussex.ac.uk

For full details and how to apply, please see our vacancies page

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. The Division

The Division provides governance and support services and in-house legal advice to the University, as well as ensuring compliance in areas such as Information Management, Health and Safety, Risk Management and Business Continuity.

The Information Management and Compliance team is responsible for casework, policy and regulatory compliance in a number of key areas, including Data Protection, Privacy and Freedom of Information legislation.

We provide data protection guidance to staff in relation teaching and research and review all contractual arrangements that involve the processing of personal data. We prepare impact assessments and policies and also support broader policy work at the University. We maintain the University's corporate calendar.

Please find further information regarding the Division on our webpage here.

## 3. Job description

Job Description for the post of Information Manager

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| **Department:** | Information Management team |
| **Division:** | General Counsel, Governance and Compliance |
| **Location:** | Sussex House/hybrid |
| **Grade:** | Grade 7 |
| **Responsible to:** | Head of Information Management and Compliance |
| **Direct reports:** | Information Officer |
| **Key contacts:** | Information Asset Owners |

**Role description:**

The Information Manager is responsible for the proactive monitoring, coordination and management of compliance on behalf of the University in relation to data protection and privacy. The role holder will work collaboratively with academic schools and Professional Services divisions to develop a University-wide network to support and embed compliance, requiring effective relationship building with staff at all levels. They will need to plan, prioritise and organise the work and resources of themselves and others, to meet statutory/regulatory deadlines and commercial requirements, and to manage any reputational risks to the University.

The role is part of the Information Management and Compliance team which is responsible for casework, policy and regulatory compliance in a number of key areas across the University, including data protection and privacy.

**Principal Accountabilities**

1. Manage, promote and maintain a high quality service, engendering a culture of continuous improvement.

2. Manage the operational outputs of the team, ensuring the provision of consistent advice and guidance in an accessible format.

3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

4. Work in partnership with other key stakeholders, principally with colleagues in other Professional Services divisions (specifically Research and Knowledge Exchange, IT, Finance/Procurement and the Office of General Counsel) to ensure a seamless service, providing advice and guidance on data protection and privacy matters.

5. Act as a key point of contact for all data protection and privacy queries and personal data breach reports, providing practical advice and guidance to staff on complying with the requirements of the data protection and privacy regimes.

6. Reviewing documentation and considering the implications and options for the University.

7. Ensure an in-depth understanding of the personal data processed across the University, capturing this in data flow maps, privacy notices and associated documentation.

8. Act as the central point of contact for all consultation responses relating to data protection and privacy, ensuring that the University response is coordinated, timely and consistent, and keeping an accurate record of such consultations and logs.

**Key Responsibilities**

**1. Team Management and Leadership**

1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability.
1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of team members.
1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
1.4 Support the development of a University-wide network of data protection stakeholders, champions and Information Asset Owners, providing training and coaching to ensure a culture of awareness of and compliance with data protection and privacy obligations.
1.5 Foster an ethos of continuous improvement, engaging with key stakeholders to capture feedback.

**2. Service Delivery**

2.1 Working within university policy and procedure, undertake day-to-day management of all operational data protection and privacy matters. Plan and implement activities

across the team and with relevant stakeholders to ensure the achievement of statutory deadlines.

2.2 Ensure compliance with data protection obligations in the context of research, commercial arrangements, projects and developments at the University, through the provision of advice and completion of Data Sharing Agreements, data protection contractual clauses and Data Protection Impact Assessments.

2.3 Ensure effective systems and procedures are in place to meet statutory deadlines and compliance with data protection and privacy matters.

2.4 Plan and implement improvements to systems and procedures to ensure effective administration, including making recommendations to the University's Executive and relevant Committees for policy changes and process improvements.

2.5 Maintain appropriate records and documentation commensurate with policy and procedure and legislative requirements for accountability documents.

2.6 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of data protection and privacy policy, legislative and HE sector changes to inform decision-making.

2.7 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions, identifying areas where policy and procedure need to be developed further.

**3. Policy and Procedure**

3.1 Collate, review and disseminate communications and updates relating to data protection and privacy from external bodies such as the ICO and First Tier Tribunal, proactively monitoring legal and policy developments within the HE sector relating to data protection and privacy.

3.2 Provide advice to enquiries on the application of data protection and privacy policy/procedure, including the retention, storage and destruction of personal data and other information, auditing compliance with retention schedules and records management.

3.3 Contribute to policy decisions and improvements ensuring that emerging/agreed policy changes are effectively communicated and implemented, along with sector best practice.

3.4 Establish and maintain a central bank of policies, procedures and notices in relation to data protection and privacy for the University and ensure they are reviewed in accordance with the agreed review cycle.

**4. Customers and Stakeholders**

4.1 Proactively work with internal and external stakeholders and colleagues within the team to ensure effective service delivery, exchange of information and provision of data to inform decisions as necessary, showing appropriate sensitivity when needed.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

- Leading a small team and with the ability to operate effectively in a matrix management environment, managing the work of others outside the team.

- Responsible for compliance with data protection and privacy policies and accountability documents, ensuring that the University meets its statutory obligations.

- The post holder reports to the Head of Information Management and Compliance. Working under general direction within a clear framework the post holder will manage their own work (and their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the GCGC leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

**4. PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience.

2. A detailed practical knowledge and understanding of data protection legislation and privacy requirements.

3. Ability to effective manage staff.

4. Well developed oral and written communication skills with the ability to present complex policy and procedure in a way that can be understood by the audience.

5. Planning and organisational skills, with the ability to delegate to team members where appropriate.

6. Well developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions.

8. Commitment to customer excellence.

9. Effective IT Skills on MS platform. Experience using functional databases.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Detailed knowledge and demonstrable experience in data protection compliance and privacy legal requirements.

2. Significant experience of providing advice and guidance, and drafting/reviewing documentation to high standards to ensure legal and regulatory compliance.

3. Experienced in drafting policies, procedures and guidance, with the ability to have a sound grasp of technical detail, balanced with a strategic and pragmatic perspective.

**DESIRABLE CRITERIA**

1. Knowledge of the Higher Education sector.

2. Experience of developing and coaching staff, and delivering training to colleagues.

3. Experience of reviewing data sharing arrangements, contracts and other agreements to ensure compliance with data protection requirements.

Date: 25 October 2022