Advertisement

Post Title: Information Officer  
Department: General Counsel, Governance and Compliance  
Hours: Full time, 36.5 hours per week. The working pattern can be flexible subject to business needs. Requests for flexible working options will be considered.  
Contract: Permanent  
Reference: 5914  
Salary: Starting at £30,046 to £33,797 per annum  
Placed on: 22 June 2021  
Closing date: 29 June 2021. Applications must be received by midnight of the closing date.  
Expected interview date: W/C 12 July 2021  
Expected start date: As soon as possible  

This vacancy is only open to those currently employed by the University.  

The University of Sussex is a dynamic, innovative university with a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove.  

We are looking an individual with data protection and records management experience to join us as an Information Officer in the Division of the General Counsel, Governance and Compliance. This role sits within the Information Management team in the division which is responsible for compliance with information governance requirements including Data Protection and Freedom of Information legislation.  

You will work collaboratively with colleagues across the University to improve awareness and embed and monitor compliance in key areas of information management, with a particular focus on data protection, privacy and records management.  

You will build effective relationships with staff at all levels and have excellent written and oral communications skills. You will need to plan, prioritise and organise your work to meet statutory deadlines and commercial requirements, and to manage any reputational risks to the University.  

This is an opportunity to utilise and develop a range of skills and experience at the University of Sussex, with a genuine opportunity for career progression.  

If you would like to discuss the role in further detail, please contact Alexandra Elliott, Head of Information Management and Compliance at Alex.Elliott@sussex.ac.uk.  

Your application should demonstrate how you meet the Person Specification, set out at the end of section 3.  

For full details and how to apply see our vacancies page.  

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. Division of the General Counsel, Governance and Compliance (‘GCGC’)

The GCGC 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 team is responsible for casework, policy and regulatory compliance in relation to Data Protection, Privacy and Freedom of Information legislation, as areas such as records management.

Please find further information regarding the Division at http://www.sussex.ac.uk/ogs/

3. Job Description

Job Description for the post of Information Officer.

Division: Division of the General Counsel, Governance and Compliance

Unit: Information Management team

Location: University of Sussex campus, Falmer, Brighton

Grade: 6

Responsible to: Head of Information Management and Compliance

Responsible for: Not applicable

Role description:

The Information Management team is responsible for casework, policy and regulatory compliance in a number of key areas across the University, including Data Protection, records management and Freedom of Information.

Working with the Head of Information Management and Compliance (the University’s Data Protection Officer) and the two Information Managers, the role will assist in the proactive monitoring, coordination and management of compliance on behalf of the University in relation to key areas of information management, with a particular focus on data protection, privacy and records management. The role holder will work collaboratively with the team and colleagues across academic schools and professional services divisions, to improve awareness and embed compliance, requiring effective relationship building with staff at all levels. They will need to plan, prioritise and organise their work to meet statutory/regulatory deadlines and commercial requirements, and to manage any reputational risks to the University.

PRINCIPAL ACCOUNTABILITIES AND KEY RESPONSIBILITIES

1. To deal with data protection and privacy queries, providing practical advice and guidance to academic and professional services staff, preparing documentation and considering the implications and options for the University, to ensure institutional compliance with the requirements of the data protection and privacy regimes.
2. To provide expert data protection advice and support in the context of research, projects and developments at the University, including the preparation of collaboration agreements and data sharing agreements, ensuring adherence to regulatory and legal requirements.

3. To support the Head of Information Management and Compliance in approving all contractual arrangements with third parties relating to the processing or transfer of personal data, in conjunction with internal assurance and approval processes and compliance with legal requirements.

4. To assess risks and provide early data protection input to new ways of working, projects and development through the completion of Data Protection Impact Assessments and guidance to relevant staff, including the Project Management Office. In particular, to propose options and suggest mitigating steps to reduce data protection risks.

5. To be a subject matter expert in relation to privacy requirements, in particular privacy rights in relation to marketing and electronic communications such as the Privacy and Electronic Communications Regulations, providing specialist advice to relevant stakeholders at the University.

6. To develop an in-depth understanding of the University’s records, personal data and other information flows, and be responsible for ensuring those are accurately reflected in data flow maps, the University’s Master Records Retention Schedule and other related documentation.

7. To help make data protection, privacy and records management policies, procedures and guidance accessible to all stakeholders (Council members, staff, students and public) be that through the website, intranet or other mechanisms.

8. To drive a culture of awareness of, and compliance with, records management and data protection requirements across the University through a variety of mechanisms to include developing published guidance and procedures and the preparation and delivery of tailored training to relevant staff and teams.

9. To develop and lead a University wide network of records management champions, through training, coaching and guidance, to act as a focal point in Schools and Professional Services Divisions and drive compliance with University records management policies and procedures.

10. To review and implement retention schedules and procedures in relation to records management at the University and to provide advice and guidance to colleagues on the retention, storage and destruction of University records. To lead on audits and compliance checks in Schools and Professional Services Divisions to ensure compliance with retention schedules and records management across the University.

11. To develop external contacts and networks relating to records management and data protection, to share best practice and keep abreast of legal and regulatory changes.

12. To assist in the preparation of reports and data for the University’s Executive Group, the Information Governance Committee and other relevant Committees such as Audit and Risk Committee, relating to data protection, privacy and records management issues, to facilitate decision making, policy changes and process improvements, and to provide compliance assurance.
13. To provide support to the Information Governance Committee as necessary, including the preparation of agendas and minutes, and circulation of papers.

14. To provide resilience in dealing with data subject requests, third party requests for data, personal data breaches and FOI requests, assisting in periods of high case volume and absence.

15. To develop web content and guidance relating to records management and other information management areas, and to work with the Information Manager in uploading and maintaining web content material for the Information Management team.

16. To undertake any other duties and responsibilities requested by the Head of Information Management and Compliance.

PERSON SPECIFICATION

Essential criteria:

a) Educated to A level or equivalent.

b) Knowledge of data protection and privacy legal requirements and experience of providing advice and guidance to ensure compliance with those requirements.

c) Sound knowledge of records management principles and best practice, and demonstrable experience of providing advice and support on records management issues, and ensuring compliance with records management policies and procedures.

d) Good written, oral and interpersonal communication skills and able to convey information clearly and appropriately to different audiences.

e) Confidence in dealing with a wide range of people and evidence of developing collaborative working relationships across an organisation.

f) Strong organisational skills and ability to prioritise appropriately and meet deadlines.

g) Highly IT literate with good experience of Microsoft Office.

Desirable criteria:

h) Knowledge of the Higher Education sector.

i) Experience of delivering training to colleagues, particularly in the areas of data protection and records management.

j) Experience of planning and undertaking audit activities relating to records management.