



## Job profile

**Post** Information Management and Governance Officer (Grade E2)

**Directorate:** Corporate Services

**Purpose** Manage and develop SFC's policies, procedures and practices for information and records, in line with good practice and legal and regulatory standards

## Key responsibilities

- 1 Advise the SFC executive and Board on their obligations to comply with information and records legislation and regulation, including the Freedom of Information (Scotland) Act 2002 (FoISA), the Data Protection Act 1998 (and the forthcoming General Data Protection Regulation), and the Public Records (Scotland) Act 2011.
- 2 Manage and develop SFC's records management practices using its Electronic Document and Records Management System (LINKS), including file plans, classifications, retention periods and disposals, and offsite storage.
- 3 Manage Freedom of Information and Data Protection enquiries and requests, and liaise with the Scottish Government where required.
- 4 Manage and develop SFC's suite of information governance policies and other key documents in line with best practice, including the Records Management Plan, FoISA Publication Scheme, and the Information Governance strategy.
- 5 Provide training on information management and governance policies and practices, and communicate important changes or developments, to staff.
- 6 Identify, monitor and manage organisational information governance risks.
- 7 Undertake other tasks to support effective strategic and operational planning, and corporate governance within the organisation.

## **Skills, qualifications and experience**

### ***Essential***

- Experience of dealing with information management and security issues and a good understanding of the current legal and regulatory regime.
- Good IT skills, including in the use of electronic document and records management systems.
- Good level of oral and written communication skills and experience of drafting reports and procedures together with the ability to develop and maintain good working relationships internally and externally.
- Ability to interpret and explain complex information to audiences with varying degrees of expertise (for example, legislation, codes of practice etc.)

### ***Desirable***

- Knowledge of the further and/or higher education sector.
- Qualified to SCQF 7 or above (HNC or Advanced Higher) or equivalent experience.

## **Status of job profile**

We have created this profile to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

## **Additional information**

The Information Management and Governance Officer will report to the Assistant Director - Strategy.

One of the key projects that the successful candidate will be expected to take forwards is preparing SFC for the implementation of the General Data Protection Regulation, including the training of staff, review of systems and processes, and production of policies and guidance, where required.