



Job Description

Post Title	Information Management and Data Protection Manger
Team	Legal and Governance
Reports to	Head of Corporate Governance
Base Location	64 Victoria Street
Salary	Circa £70,000 per annum
Contract type	Open ended

Purpose of the Role

This role will be responsible for ensuring the appropriate and effective management of information and data protection within the Delivery Authority ('DA').

The postholder will support colleagues to understand and meet their obligations in relation to information handling and data protection and will work collaboratively with colleagues across the organisation to ensure a strong culture of compliance in these areas.

Reporting to the Head of Corporate Governance, and will play a critical role in ensuring that:

- (1) the approach to and management of information management meets the obligations and requirements of the DA in an efficient and consistent manner; and
- (2) the DA manages personal data in a compliant, consistent and ethical manner.

Key Accountabilities and Responsibilities

The role will:

- Ensure that the DA has an effective, streamlined and scalable framework for IM, that meets the requirements placed on the DA by Parliament, and supports and facilitates efficient delivery within the DA, including through the implementation of the Information Governance Strategy and related policies.
- Inform and advise on obligations to comply with the UK GDPR, the Data Protection Act, and other relevant data regulations and best practice and monitor and report on compliance with the same.
- Manage and develop the organisation's Information Management System (IMS), ensuring ongoing compliance with relevant ISO standards and driving high standards of information governance, sharing and management.
- Advise and support information asset owners as the 'guiding mind' on IM and data protection, and ensure requirements are consistently applied across the DA, including through testing and assurance (in conjunction with audit and assurance colleagues).
- In conjunction with the Digital team define and input to the assessment of appropriate software requirements in support of the DA's IM and data protection requirements.



- Ensure there is appropriate awareness and training across the organisation in relation to IM and data protection.
- Manage a small team working in furtherance of the overall responsibilities in this area, with particular emphasis on supporting the non-TADM/Programme functions with their BAU IM requirements.
- Liaise regularly with the SIRO and provide the secretariat for the IGG meeting (or equivalent).

The postholder will be expected to:

- Maintain alignment with legislation and best practice guidelines and drive continuous improvements in this area ensuring the approach is fit for purpose for Phase 2 of the R&R Programme.
- Credibly engage with board members, the SIRO and other senior colleagues and with stakeholders in the Client team and within Parliament.
- Provide reports to the Board and its Committees on compliance across the organisation.
- Ensure that information management and data risks and compliance are appropriately considered and built into project plans and the strategic partner procurement.
- Establish and oversee procedures for detecting, reporting, and investigating data breaches, ensuring timely notification to the relevant authorities and affected individuals when necessary.
- Actively encourage and embed a strong organisational culture in these areas by conducting training and raising the profile and awareness of information management and data protection requirements in the DA.
- Conduct regular audits and assessments of the organization's practices to identify areas for improvement and ensure ongoing compliance across the postholder's areas of responsibility.

Key Stakeholders and Relationships

- IM colleagues in the TADM team
- Corporate Services Director
- The SIRO
- The Head of Security Ops (Digital Team)
- The Client Team Information and Assurance Lead
- The DA Executive and the Board's, Risk, Assurance & Audit Committee

Qualifications, Skills and Experience

Essential

- Demonstrate a proven ability to develop and drive effective information governance and data protection compliance.
- Experience in implementing a culture of strong IM and data management and collaborating with colleagues across organisation.



- A certified Data Protection Officer (i.e. C-DPO, BSC, CIPP) or equivalent professional experience including expert knowledge of data protection best practice.
- Demonstrable experience of driving and improving process and compliance.
- Strong stakeholder and communication skills – including experience in reporting to Boards/Committees.
- Strong analytical and problem-solving abilities, with keen attention to detail.
- Microsoft Office tools intermediate level or above