

Directorate	Standards & Information	Reports to	Data Protection Officer
Team	Information Governance	IPSA reference	IGM25
Security level	Counter Terrorism Check	No of reports	None
Salary range	£41,500 - £43,814. Salary increases through this range in line with training and competency framework.		

Overview and context

IPSA is independent of Parliament and government. We make fair and impartial decisions about MPs' pay, pensions and business costs and we provide effective regulation on behalf of the public. To support trust in democracy, we publish the data to provide public access to information about MPs' pay, pensions and claims.

In order to execute our responsibilities, we collect and process a variety of data, some of which are personal/sensitive and classified up to OFFICIAL: SENSITIVE. We must ensure that it's compliant with relevant data protection legislation and that our people are appropriately trained to handle this sensitive data. Our Information Governance team are at the forefront of this. They assist the Data Protection Officer (DPO) with data protection advice and guidance, together with appropriate records management and responses to Freedom of Information Act (FoIA) requests.

The postholder will engage confidently and effectively across all of IPSA, as well as with external stakeholders. They will also deal with contact from the general public and the media.

Key responsibilities

- Working together with the Information Governance team to ensure that FoIA requests and Data Subject Access requests are responded to within the statutory timeframe, including liaising with all areas of IPSA to obtain relevant information.
- Being a subject matter expert on Information Governance matters and providing advice and guidance across the organisation, in conjunction with the DPO.
- Conducting regular thematic reviews of Information Governance processes and developing recommendations to address any compliance issues ensuring that both business provision and legislative compliance are maintained.
- Providing expert advice and monitoring in relation to Data Protection Impact Assessments (DPIAs) in cases of new data processing arrangements, and providing support and guidance to colleagues with the completion of DPIAs, including regular updates and renewals.
- Responding to Information Governance incidents/breaches with expert advice, ensuring appropriate action is taken and that ICO reportable incidents are escalated to the DPO and SIRO appropriately, and critical steps are taken to protect personal data.

- Undertaking projects and providing guidance and support across IPSA to embed good records management practice and liaising with Information Asset Owners to develop and maintain the Information Asset Register.
- Participating in the development and delivery of Information Governance training and assisting with relevant Information Governance policies across IPSA.
- Assisting the DPO with other duties commensurate with the nature and level of responsibility of this role, as required, and deputise for the DPO where necessary.
- Leading and contributing to agreed cross-organisational projects and initiatives, taking ownership of autonomous pieces of work and collaborating with the DPO and flexibly across teams to provide a robust Information Governance service.
- Reflecting IPSA's core values of Staying Connected, Seeing the Bigger Picture, Being Open, Doing the Right Thing and Making a Difference through all that you do, and demonstrate commitment to the Seven Principles of Public Life.

IPSA is a learning organisation. We constantly review our work against our strategic objectives, actively seek views from our stakeholders and assess the environment in which we operate so that we can continuously improve. Therefore, the list of key responsibilities may adapt and change over time within the spirit and nature of organisational change and the development of the role.

What we're looking for

You'll be a highly experienced Information Governance professional with a genuine enthusiasm for information access rights and data compliance. You'll understand the kind of complex challenges faced by an organisation like IPSA in relation to the management of large quantities of data, and the importance of public transparency.

You'll have a solid background processing information access requests and be adept at advising colleagues on legislation. In addition, you'll bring experience and understanding of drafting effective data sharing agreements which keep IPSA's data safe, and you'll be well versed in undertaking Data Protection Impact Assessments. You'll enjoy undertaking project work and reviews and contributing to reports for senior stakeholders. You'll maintain a keen interest in continuously developing your professional knowledge in the field.

You'll be a highly effective communicator and strong team collaborator who appreciates the needs of colleagues, stakeholders and the public, and you'll communicate clearly and concisely and in a timely manner. Your eye for detail will enable you to solve problems across the full spectrum of Information Governance activities, and your co-operative approach will ensure that your team, and IPSA, feel both supported and involved in our data compliance.

The experience and technical level required for the role, along with personal qualities, skills, attributes, and qualifications (where relevant) are listed below.

Essential

- Proven experience operating at a similar level in a comparable public sector organisation (e.g. Information Governance Lead or Senior IG Officer).
- Proven experience in processing and reviewing responses to complex and contentious requests made in accordance with the Freedom of Information Act 2000 and Data Protection Act 2018.
- Proven experience of undertaking data protection procedures, such as creating and reviewing data sharing agreements, investigating and assessing IG incident reports, and overseeing Data Protection Impact Assessments.
- Proven experience of development and application of records management policies (records audits, retention and disposal, etc.), plus a working understanding of current records management issues and principles of good practice.
- Working knowledge of public sector transparency, including publication schemes, and the adaptability to implement and adhere to changes to policy and procedure in an environment that is constantly developing.
- Proven experience of Information Governance project management and/or training provision, with proven ability to plan and organise workload and to manage time effectively to meet tight deadlines.
- High level of personal integrity, discretion and objective independence when dealing with sensitive or confidential matters.
- Strong interpersonal skills with the ability to provide clear, accurate advice and guidance verbally and in writing, to colleagues, stakeholders, other organisations and the public.
- Strong written and verbal communication, capable of simplifying complex information.
- Ability to work inclusively and flexibly in a diverse and inclusive work environment both independently and as a strong and adaptable team collaborator.
- Strong IT skills, particularly on MS SharePoint and Information management systems.

Desirable

- FoIA/DPA practitioner, or legal or records/archive management qualification (or equivalent).
- Experience contributing to reports for senior stakeholders.