

Job Description

Position:	Information Governance & Data Protection Manager (and University Data Protection Officer)
Academic School/Service:	Registry, Vice Chancellor's Office, University of Greater Manchester
Reference:	VCO-002/P
Grade:	7
Status:	2 year FTC
Hours:	Full Time
Reporting to:	Assistant Registrar

Main Function of the Position:

Working as part of the Registry Team, to provide professional leadership and accountability for the University's approach to data protection and information governance, ensuring compliance with UK GDPR, the Data Protection Act 2018, Freedom of Information Act and related e-privacy regulations.

To shape strategy, policies, processes and improvement initiatives; oversee information rights, records management and privacy-by-design across the University; acting as the University's Data Protection Officer (DPO), serving as the first point of contact for data subjects and the Information Commissioner's Office (ICO).

Principal Duties and Responsibilities:

1. Undertake such tasks as are required to deliver the main functions of the position as set out above.
2. Keep abreast of changes in legislation and regulatory development in data protection and information governance relevant to University developments and policy issues ensuring that such changes are identified and to advise on implications and appropriate action.
3. Lead the University's information governance strategy and develop a risk-based monitoring framework (policies, procedures, guidance and metrics) to ensure compliance.
4. Serve as DPO, acting as the first point of contact for data subjects, supervisory authorities (ICO), processors and peer DPOs.
5. Provide expert advice to senior management, committees and staff on data protection, Freedom of Information (FOI/EIR) and records management matters; prepare assurance reports and management information.
6. Represent information governance on University working groups and committees, championing privacy by design and ethical information practices.
7. Provide regular reports to the Assistant Registrar on progress and developments relevant to the above.
8. Oversee the effective handling of information rights requests (SARs, FOI/EIR), ensuring timely, sensitive and legally compliant responses; manage complex complaints and internal reviews.
9. Implement and maintain authoritative Records of Processing Activities (ROPA) and Information Asset Registers (IARs); coordinate annual reviews.

10. Develop, review and advise on privacy notices, Data Protection Impact Assessments (DPIAs), data sharing/processing agreements, consent statements and related documentation.
11. Coordinate ICO registration/notifications as required and support notifications in other jurisdictions, where applicable.
12. Provide specialist/procedural advice to managers and support formal decision-making processes by preparing high-quality papers and reports for relevant committees; ensure dissemination and implementation of decisions.
13. Lead and quality-assure DPIAs for new or changed processing; ensure privacy by design/default is embedded in systems and processes through partnership with IT and project/change teams.
14. Conduct or commission data audits to test compliance and drive continual improvement.
15. Act as first point of contact for personal data breaches; ensure assessment, containment, notification and post-incident review processes are effective; report to the ICO when required.
16. Design and deliver training, guidance and communications to raise awareness and embed responsibilities across the University; monitor uptake and compliance with mandatory training.
17. Develop and maintain the University's records management framework, including retention schedules; promote orderly information lifecycle management and disposal.
18. Undertake projects and other duties commensurate with the role; uphold equality, diversity and inclusion; ensure a safe working environment and abide by University health and safety policies and practices and to observe the University Equal Opportunities policy and Dignity at Work policy at all times.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
20. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

An appropriate conflict of interest procedure will be put in to place to deal with any perceived or actual conflicts of interest that might arise out of the reporting lines.

Please note that this appointment is subject to an Enhanced Disclosure and Barring (DBS) Clearance.

Person Specification

Position:	Information Governance & Data Protection Manager	Reference:	VCO-002/P
Service:	Vice Chancellor's Office	Priority	Method of
Criteria		(1/2)	Assessment
1 Qualifications			
1 a) Degree (or equivalent) in a relevant field.		Priority 1	CV/Documentation
1 b) Postgraduate and/or professional data protection qualification or legal qualification.		Priority 2	CV/Documentation
2 Skills / Knowledge			
2 a) (i) Extensive, practical knowledge of UK GDPR/DPA 2018, FOI/EIR and PECR, and application of ICO guidance.		Priority 1	CV/Interview
(ii) Understanding / knowledge of the information governance requirements for Higher Education and application of best practice in information governance arrangements.		Priority 1	CV/Interview
2 b) Able to work effectively both independently and in a group/team at different levels within an organisation.		Priority 1	CV/Interview
2 c) Excellent customer relationship skills, and excellent verbal and written communication skills.		Priority 1	CV/Interview /Presentation
2 d) Ability to offer impartial advice.		Priority 1	CV/Interview
2 e) Able to lead, develop and implement process design and improvement with associated evaluation and measurements of effectiveness.		Priority 1	CV/Interview
2 f) Able to prioritise a demanding workload and effectively deliver in a high pressure and constantly evolving environment.		Priority 1	CV/Interview
2 g) Proficient in the application of IT systems and capable of utilising IT and electronic media with respect to the requirements of the role.		Priority 1	CV/Interview
2 h) Ability to develop effective and collaborative working relationship across the University Group, high levels of negotiation and persuasion skills in liaising confidentially and effectively with key stakeholders.		Priority 1	CV/Interview
2 i) Understanding of project management practices and methodology.		Priority 2	CV/Interview
3 Experience			
3 a) Experience leading or overseeing information rights (SARs, FOI/EIR) casework, including complex and sensitive requests.		Priority 1	CV/Interview
3 b) Experience conducting and assuring DPIAs, and embedding privacy by design/default in projects and systems.		Priority 1	CV/Interview
3 c) Experience of incident/breach assessment, coordination and reporting, including liaison with the ICO.		Priority 1	CV/Interview
3 d) Experience drafting and reviewing privacy notices, data sharing/processing agreements and related documentation.		Priority 1	CV/Interview
3 e) Experience establishing and maintaining ROPA and IARs, retention schedules and records management frameworks.		Priority 1	CV/Interview
3 f) Experience providing expert assurance/advice to senior stakeholders/committees and preparing management information/assurance reports.		Priority 1	CV/Interview

3 g)	Previous experience of providing advice at board and/or senior executive level (on ensuring compliance and developing policies).	Priority 1	CV/Interview
3 h)	Experience of preparing and presenting reports and management information to inform decision-making.	Priority 1	CV/Interview
3 i)	Credible experience of working in a higher education institution.	Priority 1	CV/Interview
3 j)	Experience of initiating, developing and implementing good information governance and/or effective management at a senior level.	Priority 1	CV/Interview
3 k)	Experience of analysing and interpreting legislation.	Priority 1	CV/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment.	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	Priority 1	Interview
4 c)	Efficient and well organised; capable of working under pressure to a tight deadline and an ability to prioritise.	Priority 1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues, demonstrating discretion and where required confidentiality, and develop effective internal and external networks.	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role and be pragmatic in approaches as required.	Priority 1	Interview
4 f)	Able to network effectively with external organisations.	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University.	Priority 1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, Safeguarding, UKVI and equal opportunities and diversity.	Priority 1	Interview
5 c)	Maintain awareness and understanding of developments in information governance, law, the higher education sector and carry out personal and professional development to enhance subject authority.	Priority 1	Interview
5 d)	Available to work flexibly and remotely and to travel as appropriate in order to meet the needs of the service.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required