



THE PERSON

Information Governance Officer (Records Management)

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE or equivalent).	E	Application form and interview
Level 5 qualification in Information Governance, Data Protection, or equivalent experience	D	Application form and interview
Knowledge & Experience		
Understanding of law and the ability to apply GDPR 2016 and DPA 2018 to businesses.	E	Application form and interview
Understand the legal requirements surrounding the retention and limitation of personal data.	E	Application form and interview
Understand the data protection processes and policies within the Service	D	Application form and interview
Understand the information held across the Service including the systems	D	Application form and interview
Understand the national standards for Incident data collection for fire and rescue services.	D	Application form and interview
Knowledge of data management issues and quality assurance processes.	D	Application form and interview
Skills & Abilities		
Proven ability in using ICT systems such as Word, Excel, Outlook, and Office 365.	E	Application form and interview
Excellent written and verbal communication skills. Can interpret policy and procedures.	E	Application form and interview
Ability to influence others to ensure appropriate compliance with legislative requirements and organisational policies.	E	Application form and interview

Person Specification

Able to work independently and as part of a team and without constant supervision	E	Interview
Able to monitor and evaluate procedures/processes and suggest improvements as necessary to comply with legal requirements	D	Interview
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	Application form and interview
Able to help others acquire skills and experience.	E	Interview
Excellent interpersonal skills, communicates professionally and develops constructive working relationships.	E	Interview
Other		
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form