

## ROLE BRIEF

<b>Department:</b>	<b>IM&amp;T</b>
<b>Job Title:</b>	<b>Information Governance Officer (IGO)</b>
<b>Responsible To:</b>	<b>IT Operations Lead &amp; Director of Operations (SIRO)</b>
<b>Location:</b>	<b>The Horder Centre and The McIndoe Centre however this is a Horder Healthcare post and therefore will need to work across all sites and may include some working from home.</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To develop strategy, policy and guidance to promote and develop 'best practice' in Information Security (IS) and Information Governance (IG) across Horder Healthcare (HH)</li> <li>• Ensure that HH is compliant with national guidance and legislation such as the Data Protection Act (DPA) and GDPR</li> <li>• To coordinate the HH Information Governance Steering Group held bi-monthly (Chaired by the SIRO)</li> <li>• To overview and monitor the management of Subject Access Requests (SAR's) process.</li> <li>• Review and investigate IG incidents reported through the Datix risk management system and ensure identified actions are implemented</li> <li>• Manage and deliver the annual NHS Data Security and Protection Toolkit self-assessment</li> <li>• Data Protection Impact Assessment sign off</li> <li>• Data Sharing Agreement review</li> <li>• Management of the Information Asset Register</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• The post holder is the Information Governance lead for HH</li> <li>• The post holder is responsible for the management of HH corporate , non-clinical and clinical records to ensure all data is protected and information kept secure</li> <li>• Ensure staff training and knowledge transfer in IG and related issues</li> <li>• Contact for internal staff, external bodies and third parties and members of the public for IG issues relating to HH</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Knowledge of data protection law and information governance particularly Subject Access Requests, Data Security and Protection Toolkit and ISO27001</li> <li>• Extensive knowledge and understanding of information security principles and practices</li> <li>• Excellent written and oral communication skills</li> <li>• Very IT literate particularly Outlook, Word and Excel</li> <li>• A thorough understanding of, and ability to maintain confidentiality</li> <li>• Ability to interact confidently with staff at all levels</li> <li>• Ability to build rapport, trust and confidence with colleagues</li> <li>• A willingness and commitment to maintain CPD</li> <li>• High level of attention to detail</li> </ul> <p><b>Nice to Haves</b></p>

	<ul style="list-style-type: none"> <li>• Knowledge of data protection and information governance in a Healthcare environment</li> <li>• Experience in delivering training</li> <li>• Experience in conducting audits</li> <li>• Experience in writing policies and guidance</li> <li>• At least 3 years' experience in an office environment and experience in dealing with people of all levels within an organisation</li> </ul>
	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants , disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues ) to any unauthorised person.</p>
<b>Safeguarding</b>	<p>You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
<b>People Managers</b>	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p>

	Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>