



Role Profile

Job Title: Information Governance Apprentice	Grade/ Level: Apprentice	Post Number: N/A
Directorate: Resources	Job Family: Information Governance	Date Prepared:
Role reports to (Job Title): Information Governance Officer		
Job Purpose: To ensure compliance with Freedom of Information (FOI) Act and Data Protection (DP) Act requests To log, coordinate and process requests for information under the DP and FOI Acts within strict statutory timescales.		
Key Accountabilities: <ol style="list-style-type: none"> 1. To ensure Freedom of Information and Data Protection compliance. This will be done in conjunction with the FOI and DP leads at SBC. 2. To act as initial contact for those who may approach the service with requests under the legislation and remain a point of contact for them during their inquiry process. 3. Responsible for the logging, coordination and processing of requests for information from the public, solicitors, the police and other external organisations within statutory timescales. 4. Research and prepare draft responses to requests for verification by directors and senior staff teams. 5. Responsible for the cataloguing of material making sure it is linked to the Council's publication scheme 6. Liaise with lead officers on information security and to promote records management and best practice, raising the profile of information security to achieve safe, efficient and effective handling of personal information. 7. To effectively manage and prioritise the information requests workload within strict statutory timescales. 8. Liaise with the Information Governance colleagues both internally and externally to drive Data Protection compliance, incorporating Social Care requirements. 9. Support with other areas of compliance for the council such as PCI-DSS compliance and GDPR 		
Job Scope: Number and type of jobs directly managed: N/A Typical tasks supervised/allocated to others:	Job Scope: Direct responsibility for financial resources and / or physical assets Budget: N/A Assets: N/A	

Qualifications:

- A minimum of 3 GCSEs of Grade 4/C including Maths and English

Knowledge and Experience:

- Acts legislation
- Knowledge and understanding of consequences of non-compliance with the legislation and the potential risks to both the organisation and senior managers.
- Excellent verbal and written communication.
- Good IT skills and a working knowledge of IT systems.
- Excellent record keeping skills.

Decision Making:

- Manage and prioritise own workload and work autonomously within strict statutory timescales.
- To provide guidance to staff

Emotional Demands

- The Post holder will be expected to read and redact confidential, sensitive and sometimes distressing information in connection with requests for personal information.
- The post holder should possess a calm but firm nature in respect of coordinating requests ensuring they meet with the statutory timescales.

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: