

Appendix A - JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Information Management Team Manager

REPORTS TO: Group Manager - Records and Information Management

SALARY: Level E

HOURS: 37 per week

This post requires SC level security clearance.

PURPOSE OF POST

The ICO must be a model of good practice in how it manages its information and complies with the legislation it regulates. The Information Management Team Manager is responsible for the delivery of an accessible, efficient, informed and fully compliant information management service which enables innovation and maximises the use of our information.

This role is central to protecting the ICO's reputation as the information rights regulator by ensuring that all we comply with statutory obligations, guidance and established good practice in relation to how we manage our information.

KEY RESPONSIBILITIES

- To develop and maintain information management policy, standards and guidance, ensuring they are available to all staff.
- Maintain an in-depth knowledge of the relevant legislation, regulations/codes of practice and current thinking within the discipline of information management.
- Maintain broad but proportionate knowledge of internal developments/work going on at the ICO.
- Ensure that the information management team are managed and developed effectively including the monitoring and review of individual performance and supporting individual development.
- Manage the information management workload ensuring the effective allocation of resources by regularly assessing risks and business requirements.

- Contribute to the development of the ICO's information governance strategy and business plan for the Records and Information Management Group.
- Support the information management team to ensure effective processes are in place to manage the life cycle of ICO's records and information from creation or receipt to disposal or transfer to the National Archives for permanent preservation.
- To promote awareness of information management good practice by developing communications with our corporate information management network and through training.
- Report on progress against business plans and risk registers.
- Produce reports for Information Governance Steering Group, Information Asset Owners and the Senior Information Risk Owner as required.
- Work with external stakeholders to develop relationships or to seek advice or agreement to help promote or improve information management, for example, contractors, suppliers or The National Archives.
- Provide input to the wider development of the information governance strategy and business planning process.
- Respond to enquiries from staff and provide advice where required.
- Work to encourage a consistent approach to information management across the ICO by working with specific groups as well as communicating messages more widely.

PERSON SPECIFICATION

	Criteria	How Assessed
Education and Qualification Work experience	Educated to degree level Or Substantial work experience demonstrating graduate level ability	Application form
Knowledge, skills and ability	Understanding and experience of relevant legislation, guidance,	Application form and interview

