

ROLE DESCRIPTION

Job Title	Information Governance Manager
Salary Band	SCP 37 - 40
Reporting to	Programme Lead: Public Service Innovation
Directorate	Office for Public Service Innovation
Political Restriction	Politically Restricted post

1. Primary Purpose of the Post
We are seeking an experienced Information Governance professional to enable Liverpool City Region's public sector organisations to share data more effectively. The creation of this new role as part of the emergent Office for Public Service Innovation offers an exciting opportunity to shape the way the City Region approaches information governance for cross area data sharing projects. This is an innovative programme, driving transformative change through agile methodologies taking both data driven and community development approaches to public service innovation. You'll collaborate with diverse stakeholders, foster a culture of innovation, and ensure successful outcomes, working in a fast moving development environment. The post holder will support the flow of information between organisations to ensure critical services can function and to enable service innovations that benefit Liverpool City Region residents. The subject matter of data sharing projects will be wide and varied and could include those that aim to address challenges in crime and disorder, homelessness, community safety, social care, health and environment, to name just a few.
2. Your responsibilities
The following is not a comprehensive list of all tasks which may be required of the post holder: • Lead on the creation, coordination, signing and management of Liverpool City Region data sharing agreements that involve councils, the police, fire, health and other agencies. • Create positive relationships across a range of organisations at senior and practitioner level, ensuring support and engagement with data sharing agreement working groups and related Information Governance projects. • Provide expert Information Governance advice to the Combined Authority and Councils on existing and proposed Liverpool City Region data sharing agreements, their scope, content, basis and other data protection factors, undertaking research as necessary. • Work with Legal colleagues to enable emergent changes in legislation around new legal gateways for data sharing to be implemented. • Draft and review data sharing agreements, and undertake detailed negotiations on data sharing agreements with third parties on behalf of the Combined Authority and Councils: ○ Assist with drafting and refining Data Privacy Impact Assessments related to data sharing agreements. ○ Chair and/or help convene working groups to deliver data sharing agreements, and facilitate negotiations to reach an agreed consensus.



- Chair and/or help convene working groups to review live data sharing agreements, facilitate discussion around amendments, and undertake redrafting as necessary.
- Facilitate working groups (arranging meetings, supporting Working Group Chairs, meeting management, research, actions, follow-ups, etc).
- Support recruitment for the working groups and ensure all relevant organisations are involved in appropriate data sharing agreements (for signature as well as working groups).
- Monitor and report on the process of signing data sharing agreements and liaise with organisations to ensure they sign.
- Maintain a register and forward plan of existing data sharing agreements that will require review, and new data sharing agreements that need to be created.
- Upload data sharing agreements and data privacy impact assessments onto the approved platform as required.
- Support the adoption and use of these systems (which record signatories and act as a register of data sharing agreements) by participating organisations.
- Horizon scan for new data sharing projects and any changes to regulator Codes of Practice that will require new or amended data sharing agreements. Support councils to adapt to these changes.
- Continuously review, design and help the Combined Authority implement improvements to the tools and approaches local public sector organisations use to share data with each other and other parties.
- Contribute to the broader design and development of the Office for Public Service Innovation.
- Other general project management duties as required to deliver the data sharing agreements and data sharing successfully.

4. Recruitment Plan

Suitability conversation following expression of interest.

PERSON SPECIFICATION

Job Title: Information Governance Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Qualified to Level 5 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	D	A
Evidence and commitment to continuous personal and professional development.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience in working in Information Governance and providing expert data sharing advice to multiple stakeholders in a public sector context. Your experience will be such that you are credible and able to influence the decisions of senior managers in Liverpool City Region's public sector organisations.	E	A, P
Understanding and knowledge of UK GDPR and Data Protection Act 2018, ICO Data Sharing Code of Practice, forthcoming Digital Economy Act and other relevant law and guidance.	E	A
Experience of partnership working in a multi-agency or contractual setting, dealing with senior officials and developing and implementing partnership approaches to meet local needs.	E	A
Experience of managing stakeholder relationships at a senior level in a complex political or NHS organisation.	E	A

Skills and abilities	E = Essential D = Desirable	Identified By
High level of communication skills – written, oral and presentational.	E	A,I
Ability to negotiate and mediate in person and in writing with a variety of partners and agencies.	D	A,I,P
Ability to chair multi-agency meetings, forming positive working relationships and providing confidence and reassurance to stakeholders in the DSA process.	D	A,I



Demonstrate sound legal research skills - in order to identify relevant legal gateways, requirements and limitations when sharing data.	D	A,I
Ability to draft data sharing agreements and impact assessments in a clear manner.	D	A,I
Ability to manage a complex workload with competing demands.	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A,I
Commitment to and understanding of equal opportunities.	D	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Flexible approach to working hours and willingness to work flexibly as and when required.	D	A,I
Ability to attend meetings inside and outside the City Region.	D	A,I

Key to Assessment Methods:

A - Application	P – Presentation
I – Interview	E – Exercise