Information Governance Officer

Job advert

10/05/2023

Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland? Yes? Research Data Scotland needs you!

Now is a great time to join Research Data Scotland (RDS). We’re a fast-moving, growing organisation working with partners to make it quicker and easier to do research with public sector data in Scotland.

# About us

RDS is a relatively new charity that was set up by the Scottish public sector and leading universities. We help researchers find and make use of data that can improve the lives of people in Scotland. Working in partnership, we do this by widening the range of data available, creating new data assets, and providing a single point of contact for safe, secure and effective access to public data in a trustworthy manner.

Data is often locked away in lots of individual systems, across many different organisations, and isn’t in a format that makes access or integration easy. We can help researchers to unlock the potential of this data by giving them information and advice that speeds up and simplifies their work.

# About the job

Your focus will be on Information Governance and Protection in compliance with data protection legislation, supporting the delivery of the ADR Scotland programme.

This is a rare opportunity to shape the future of how we handle access to and protection of data. You will support the Information Governance Manager to meet the growth needs of RDS in accessing public data and will work across our other departments on the development of information governance policy and documentation.

As a subject matter expert, you will also liaise with our partner organisations and stakeholders at all levels of seniority.

# About ADR Scotland

Research Data Scotland is working with Scottish Government to support the delivery of the ADR Scotland programme on practical data work.

The ADR Scotland programme is led in partnership by the Scottish Government and Scottish Centre for Administrative Data Research. ADR Scotland is one of four national partnerships that make up Administrative Data Research UK (ADR UK), alongside Office for National Statistics, funded by the Economic and Social Sciences Research Council (part of UK Research and Innovation). Together they are transforming how public sector data is curated, accessed, and linked to facilitate impactful research that enriches the evidence base for policy to systematically improve the lives of the people of Scotland.

# About you

You are a self-starter, with experience of working with multi-disciplinary digital teams to effect change and deliver to a high standard. You are very organised with a proven track record of leading digital projects and programmes of change, preferably in the public sector, within academia or other complex environments. You are passionate about digital ways of working and have good knowledge of agile delivery, online best practice and digital standards.

# The package

We invest in the development of our people and promote an inclusive workplace culture. We are based at the Bayes Centre in the centre of Edinburgh. We generally work a 35-hour week but offer hybrid working and part-time and/or flexible working hours from day one. We also offer a generous pension and 33 days’ holiday, including public holidays, although we don’t have set closure days. This list of benefits will be added to as the organisation develops, and you’ll help shape it as part of the team.

# Apply

We’re keeping things easy – to apply, send us a CV and a cover letter outlining how your skills and experience to date match the job and person specs, and why you think this is the right role for you at this time.

If you’re ready to apply, send your CV with a short covering letter to jobs@researchdata.scot. Or email us for an informal chat about RDS and the role.

# Equal opportunities

Research Data Scotland is an Equal Opportunities employer that is committed to diversity and inclusion in the workplace. All our hiring decisions are based on merit, qualifications and business needs.

# Other information

* [RDS jobs page](https://researchdata.scot/jobs)
* [Application Process](file:///C%3A/Users/LesleyCook/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DFXK8KFR/60d35c_18bfe67c9224422db5a20f58b327abbe.docx%20%28live.com%29), [Equalities Monitoring Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_a1f635f43bf24b619bd55ea959af7e83.docx&wdOrigin=BROWSELINK), [Skills for Success](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc&wdOrigin=BROWSELINK) and [Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_5185eb9161334891ba8fca98f32e9e59.docx&wdOrigin=BROWSELINK).

# Job description and person specification

Role Information Governance Officer

Pay B2: £34,950 - £40,950. Generally people start at the first point on the scale, but for roles with specialist skills and where there are recognised recruitment difficulties, a level of flexibility will be considered.

Hours 35 per week

Employment type 2 year fixed term contract. We are happy to discuss a secondment from similarly minded organisations providing you have prior agreement from your department director or line manager.

Closing date 31 May

Reports to Information Governance Manager

Direct reports None at present

## Responsibilities

* Working with senior managers, staff and partners to develop, implement and review Information Governance processes, policies and procedures in line with legislation and best practice and support teams to ensure compliance.
* Writing, reviewing and agreeing a range of documentation including: data sharing agreements, data protection impact assessments, data processing agreements, joint controller agreements.
* Assisting teams to introduce and maintain robust arrangements to ensure the safety and security of personal information in digital and paper format.
* Working with teams to develop awareness raising and training framework to support information governance compliance across the organisation.

## Person specification

### Knowledge, skills and experience

* Proven experience of the development of information governance, adept at presenting information and making recommendations. Essential
* Experience of drafting data sharing agreements, privacy, consent and data management, including inter-company data-flows. Essential
* Track record of successfully developing and implementing data risk governance plans. Essential
* Proven knowledge of the relevant data protection legislation, information governance standards and ICO guidance on accessing, storing and sharing data. Essential
* Ability to work appropriately with sensitive and confidential information. Essential
* Excellent stakeholder management skills. Essential
* Experience of working across partner organisations. Desirable
* Relevant degree or certification in Data Protection or equivalent experience. Essential

### Key competencies

* Improving organisational performance
* Analysis and use of evidence
* Communication and engagement
* Self-awareness