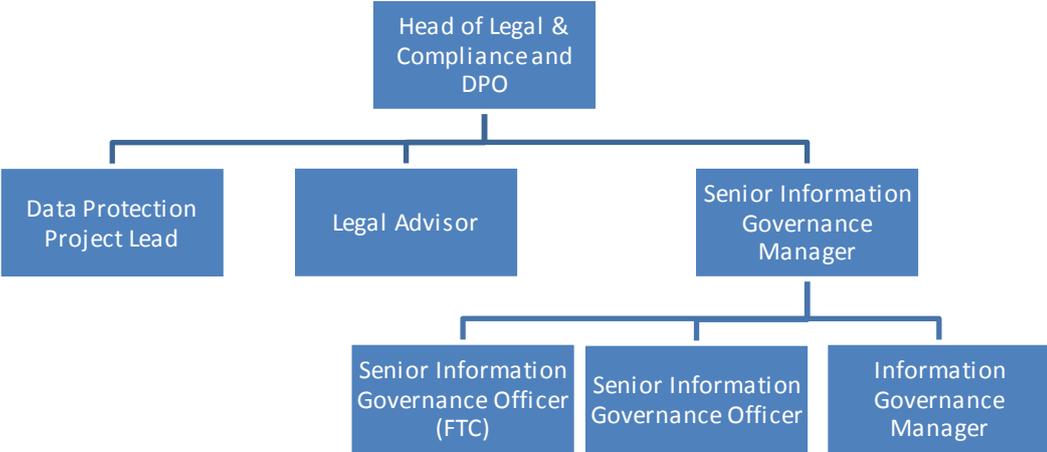


Information Governance Strategy Lead, Data Protection Project

DIRECTORATE:	Corporate Services
SECTION:	Data Protection Project
REPORTING TO:	Head of Legal & Compliance
CONTRACT:	6-9 months FTC (dependent on remaining project length)



WORKING RELATIONSHIPS:

Inside Diabetes UK
Head of Legal & Compliance, Better use of Data Programme Manager, Better use of Data Programme Project Co-ordinator, project sponsors, workstream leads, Information Governance team, internal staff, volunteers
Outside Diabetes UK
Third party suppliers and contractors

OVERALL PURPOSE OF THE JOB

To provide Information Governance expertise, guidance and oversight for the Taking Care of Personal Data (TCPD) Data Protection Project .

MAIN DUTIES AND RESPONSIBILITIES:

- Prepare a vision and framework for Information Governance at Diabetes UK which meets compliance requirements in a proportionate way and takes into account excellent customer experience
- Ensure that the business benefits of TCPD remain relevant and are fully realised.
- Lead the completion of the work required for each workstream and work with the Programme Manager and Project Co-ordinator to deliver a detailed project plan and define resource requirements for the project and from directorates
- Work with key stakeholders to obtain organisational commitment to the project plan, supported by sponsors
- Lead the project workstreams assigned to the role and deliver the planned deliverables within the planned timescales, including delivering policies, processes and guidance in consultation with stakeholders and users
- Provide expert oversight and guidance to other project workstreams led by other roles (e.g. IT/Digital workstreams, business-led workstreams)
- Provide expert guidance and input on implementation of the project outcomes by directorates
- Work with Internal Communications to develop and deliver an overall communication plan for the project
- Work with Learning and Organisational Development to design and deliver training on workstream deliverables
- Support the programme manager to ensure areas of overlap with business as usual data protection work, the data strategy project and any other relevant activities are planned in alignment and make best use of resource.
- Provide reporting on workstream progress as required to the Better Use of Data programme manager, Executive Team and KSLH working group

PERSON SPECIFICATION:

The best person for this job will be able to:

- think strategically and balance compliance risk with business objectives in a proportionate way
- manage multiple priorities and work independently and proactively with minimal supervision.
- influence key stakeholders and communicate risk appropriately
- engage and communicate clearly with users, including communicating complex concepts in simple user-friendly language
- work well in a programme and project structure
- deliver engaging and relevant training
- analyse complex situations and make pragmatic risk-adjusted judgments
- deliver set tasks, objectives and strategic priorities on time
- plan and manage their time appropriately
- create a positive compliance culture around information governance

The best person for this job will have experience in:

- implementing an Information Governance vision and framework in a complex organisation
- the complicated regulatory and legal issues surrounding information management and compliance, with particular emphasis on direct marketing
- delivering user-friendly policies, processes and guidance
- auditing or monitoring information governance processes
- defining and reporting on information governance metrics

- ISO27001 and Cyber Essentials
- records management
- the NHS IG Tool Kit
- customer data and preference management
- change management

The best person for this job will be:

- Qualified or experienced in a relevant academic field such as Degree in Information Security, Information Technology, Records Management or Law
- a strong confident communicator verbally and in writing
- grounded and practical, able to implement resilient and future-proof solutions under tight deadlines
- a self-starter and able to work on own initiative with minimal supervision
- flexible and driven to find solutions
- driven to improve efficiency of systems, processes, and structures
- able to demonstrate accountability in the management of workload and projects from inception to completion
- keen to have an impact in everything they do
- passionate about making a difference to people living with diabetes