



SELECTION CRITERIA

POST: Information Governance Lead

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	• A relevant degree or equivalent experience within a professional work environment • Evidence of attendance at relevant IG related training courses (both internal and external) or relevant certification with a recognised body.	• Relevant IT qualifications • Degree or post graduate qualification in ICT related subject • ISEB Data Protection or ISO17799 qualification/training.	Application Certificates
Skills / Abilities	• Effective written and oral communications skills for a variety of formal and informal purposes. • Able to interpret and disseminate legal documentation and legislation. • Able to produce clear, relevant and appropriate legal wording in a range of different contexts. • Able to work effectively with minimal supervision. • Able to influence, negotiate and persuade regarding complex or sensitive issues. • Ability to manage own time effectively and be able to plan and organise that of others. • Ability to manage a demanding and complex workload and prioritise to meet deadlines. • Capable of reaching timely and effective decisions based on the appropriate use of information.	• Experience of delivering specialist training or presentations to a variety of audiences. • Assessing training needs. • Project management	Application Interview/ Assessment Centre References
Experience	• Experience of working at a similar level. • Broad awareness of Data Protection, Freedom of Information legislation. • Experience of producing complex information in an easy to understand way e.g. corporate documentation, including policies, guidance, reports and presentations. • Proven experience of working with and implementing UK relevant Data Protection legislation.	• Experience of providing Information Governance (IG) service within a Health Care setting. • Experience of delivering complex projects. • Experience completing the NHS Information Governance Toolkit. • Experience of processing SAR/DPA requests. • Experience of SystemOne.	Application Interview/ Assessment Centre References

	• Experience of developing and implementing a range of IG Policies and procedures. • Experience of working in a fundraising / marketing & communications environment.		
Knowledge	• Expert and up-to-date understanding of Information Governance principles and practices • Knowledge of DP regulations including EU GDPR	• Knowledge of fundraising codes of practice. • Knowledge of data protection and freedom of information laws.	Application Interview/ Assessment Centre References
Motivation and personal attributes	• Able to contribute to LOROS Values & Behaviours • Proactive and forward thinking • Professional and self-motivated • Good Interpersonal skills • Proactive, innovative and able to use own initiative to improve. • Personal integrity. • A thorough understanding of, and ability to maintain confidentiality. • Ability to interact confidently with staff at all levels	• To be able to work on your own initiative as well as part of a team. • Ability to build rapport, trust and confidence with colleagues. • A willingness and commitment to maintain CPD.	Interview/ Assessment Centre References