

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Officer (Information Governance)**Vacancy ID: 009791**

Salary: £21,693 - £23,111 Annually

Closing Date: 24/02/2019

Benefits & Grade

Grade H

Contract Details

Temporary until 31/03/2021

Contract Hours

37 hours per week

Interview Date

07/03/2019

Job Description

We are looking to recruit a motivated and customer focused individual to join our Information Governance team.

The post will support the delivery of an effective and efficient Information Governance Service to both internal and external customers.

This will include the co-ordination of Children and Adults statutory complaints functions, the Corporate Complaints function, processing Data Subject Access requests and Freedom of Information requests.

Experience of working to deadlines and prioritisation of workload, dealing with members of the public, good written and oral skills are key requirements of the post.

Due to the nature of the work a high level of confidentiality is required.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Kate Fulton, Business Partner (Information Governance), on 01642 526089.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
Directorate: Finance and Business Services	Service Area: Information and Improvement Services
JOB TITLE: Officer (Information Governance)	
GRADE: H	
REPORTING TO: Manager (Information Governance)	
1. JOB SUMMARY: Assist in the development and implementation and maintenance of the Council’s information governance framework including key information governance policies and procedures. Assist in the preparation of responses to all external information requests and co-ordination of the Council’s complaints processes. Support the development and implementation of a continuous improvement culture across the Council. Contribute to the delivery of the Smarter Working in Stockton programme. Deputise for the Manager as required.	
2. MAIN RESPONSIBILITIES AND REQUIREMENTS:	
1.	<div>Assist with:</div> <ul style="list-style-type: none">the development and implementation and maintenance of the Council's information governance framework including key information governance policies and proceduresthe provision of information governance advice, guidance and training to all services across the Councilthe development and maintenance of internal and external data sharing policies and protocolsrecords and document management and the document archive for Adults’ and Children’s Servicesthe preparation of responses to all Freedom of Information, Direct Subject Access and 3rd party information requeststhe Council’s corporate complaint process and the statutory complaints processes for Adults’ and Children’s social carethe development and maintenance of the Council’s scheme of delegation and manage the process of completion and publication of delegated decisionsthe development and publication of ‘open data’ to reduce external information requestsliaison with Information Commissioner’s Office and Local Government Ombudsman

2.	Support the development and implementation of a continuous improvement culture across the Council.
3.	Contribute to the delivery of the Smarter Working in Stockton programme.
4.	Contribute to the achievement of service and financial objectives.
5.	Liaise with all appropriate officers of the Council on any of the above matters.
6.	Support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement.
7.	Ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
8.	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
9.	Deputise for the Manager as required.

3. GENERAL:

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Officer (Information Governance)	H
Directorate / Service Area	Finance and Business Services /	Information and Improvement Services
Post Ref:	33431	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to NQF level 4 or equivalent in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work related experience. 	<ul style="list-style-type: none"> Graduate level qualification Demonstration of continuous professional development 	Application form
Experience	Substantial and demonstrable experience of:- <ul style="list-style-type: none"> Maintaining and developing information governance systems. Delivering programmes, projects to successful completion. Implementing improvements to services and demonstrating outcomes. 		Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Communicate effectively with a range of stakeholders Work in partnership across Directorates Develop and implement service policies and practices within a political environment Participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success Capture, interrogate, analyse and interpret data and information from a range of sources and use it effectively to inform service priorities and improvements An understanding of political awareness Knowledge of business-related activities Familiarity with, and ability to adapt to, information technology requirements. 		Application / Interview

Specific behaviours relevant to the post	<ul style="list-style-type: none">• Demonstrate the Council's Behaviours which underpin the Culture Statement.• Creativity and innovation• Customer focus• Personal effectiveness• Confidence to implement solutions and to challenge traditional thinking• High personal standards of self-discipline in working to deadlines• Highly motivated, not easily discouraged		Application / Interview
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Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.