JOB DESCRIPTION

Job Information		
1.	**Job Title:**	Information Governance Deputy Manager
2.	**AfC Band:**	B5
3.	**Directorate/Service:**	Information Management & Technology
4.	**Accountable To:**	Digital Health Records & IG Manager
5.	**Responsible For:**	All Information Governance Staff – Legal Officers and IG Administration Staff
6.	**Base Location:**	WCFT
7.	**AfC Job Code:**	935

Role summary
• Manage the IG team on a daily basis to ensure all work streams and responsibilities are being dealt with in a professional manner and in the required timeframes.   • Oversee and manage the FOI responsibility on behalf of the IG manager to ensure the Trust meets its requirement under the Freedom of Information (FOI) Act 2000.   • Provide assistance and support to the Information Asset Owners within the Trust to ensure any identified risks are escalated as appropriate.   • Maintain the trusts Information/Data flow database to ensure all the flows are recorded accurately within the trust, and between partner organisations.   • To provide awareness and implement good practice and Information Governance requirements for the Trusts' information systems.

Key responsibilities
1. Line manage the Information Governance team on a day-to-day basis ensuring there is adequate cover at all times and all work streams are being dealt with in a professional manner and within the required time frames.   2. Participate in the Recruitment & Selection process of new staff ensuring trust policies are adhered to.

3. Record staff absence and sickness on ESR, authorise annual and special leave requests.
4. Complete monthly SVL's
5. Conduct the teams PDR's on a yearly basis.
6. Assist the staff with guidance on various aspects of Information Governance
7. Responsible for an accurate and up to date register of Freedom of information requests including details of any disclosures, refusals, fees, advice and guidance, produce regular reports for the relevant committees or groups and monitor and track the progress of requests.
8. Provide reports for different audiences on FOI activity and other relevant data and identify trends in requests.
9. Ensure the trust's information asset register is accurate and up to date.
10. To deputise for the IG manager at meetings if necessary
11. Lead in the delivery of internal mandated IG related training as part of the trust's induction training programme.
12. To carry out audits, including safe haven use audits and audit of compliance against all policies and strategies.
13. To prepare reports as and when necessary for the IG Manager.
14. Be responsible for the investigation of Information related incidents and take actions if required with guidance of the IG Manager.
15. Lead on specified projects/project teams ensuring successful and timely conclusions to projects
16. Oversee the subject access request function across the Trust ensuring they are dealt with in a timely manner.
17. Responsible for overseeing and checking all subject access requests before release in line with legislation as well as coordinating any redactions required.
18. Participate in the preparatory work and support when the IG Department is audited by Internal Audit and External bodies, e.g. ICO
19. Liaise with the communications team to ensure the IG intranet pages are current and accurate.
20. To work closely with the IG manager and Data Protection Officer to implement national changes and legislation across the Trust when required.

Health and Safety

Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

Confidentiality & Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action. All employees must be are aware of and comply with their data protection and confidentiality obligations under law and through Trust policy.

Information Governance

All employees must undertake appropriate Information Governance mandatory training as set out in the Corporate Induction and Mandatory Training Policy.

Infection Control

Staff will adhere to all Trust Infection Control policies and procedures which are relevant to the post, particularly with regard to the hand hygiene policy, and undertake any appropriate mandatory training. All staff will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection during patient transfers.

Equality and Diversity

It is the responsibility of every member of staff to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010 and to act in ways that support equality and diversity and recognise the importance of people's rights in accordance with legislation, policies, procedures and good practice.

All employees must value and treat everyone with dignity and respect, giving consideration without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices. As such staff must recognise and report any behaviour that undermines equality under Trust policy.

Safeguarding Children and Vulnerable Adults

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. All employees must familiarise themselves with, and adhere to the Trusts procedures and protocols for promoting and safeguarding. All staff must be responsible and proactive in identifying and reporting safeguarding concerns, raising these with the appropriate contact where necessary.

Quality Service

All staff are responsible for ensuring that they are part of providing a quality service for patients that is safe, effective and personable. Staff are responsible for familiarising themselves with local and Trust documentation that relates to quality and improving the patient experience.

Records Management

A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Employees must ensure that records are retained in accordance with the Clinical Record Keeping Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Data Quality

All staff whether clinical or administrative should be aware of their Data Quality responsibilities; They must complete paper based documentation and enter computer data accurately and use it correctly; ensuring they endeavour to comply

with the standards as described in the Trusts Data Quality Policy, Information Security and any other associated documentation.

Risk Management

All staff are expected to take a proactive role towards the management of risk. This entails assessing potential risks, taking appropriate actions to minimise any noticed risks and reporting all incidents, near misses and hazards. Employees must ensure compliance to all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Standards for Better Health and essential standards of safety and quality.

Training and Development

All staff must co-operate in the Personal Development Review process and must attend all mandatory training as specified in the Corporate Induction and mandatory Training Policy.

Professional Registration

Where required employees must abide by their relevant Code of Professional Practice and maintain their Professional Registration; abiding also by the Trusts Professional Registration Policy.

Senior Managers

All senior managers must comply with the NHS Code of Conduct for Senior Managers.

Trust Values & Behaviours

The Trust has developed a set of values and behaviours known as The Walton Way, all employees are expected to act in line with these throughout their work and daily role.
All employees must also take responsibility for managing their own health and wellbeing.

Change of Job Description

This job description is intended as an outline of the main duties relating to the role. It is not an exhaustive list. It is likely the role and requirements of it will change over time in accordance with service needs. This may necessitate updating the job description. In such circumstances this will be undertaken with the involvement of the post holder.

The post-holder must comply with the explicit and implied terms of their contract of employment and attend all necessary mandatory training. They must also comply with all Trust policies and procedures and other agreement signed to handle Trust information.

PERSON SPECIFICATION

Job Title:	Information Governance Deputy Manager
AfC Band:	5

	Essential	Desirable
Qualifications	• Educated to degree level or equivalent experience • ECDL or equivalent computer/business administration skills as a minimum. • Evidence of continuous professional development	• Management qualification • Professional IG qualifications
Knowledge & Experience	• Knowledge and understanding of the principles of the DPA, GDPR, FOI, NHS Code of Confidentiality. • Experience of processing FOI and SAR requests and dealing with queries appropriately • Experience of supervising a small team to achieve set targets • Previous experience of development and delivery of training programmes to multi-disciplinary audiences • Experience of providing staff of all levels with best practice and guidance on IG topics • Knowledge of HR policies and procedures • Excellent knowledge of Microsoft office.	• Policy Development Experience • Awareness of the national IG agenda and an ability to keep up to date with evolving guidance law and requirements. • Experience of investigating possible IG incidents • Experience of hospital systems.

Skills & Attributes	- Excellent verbal, written and presentation skills - Ability to work autonomously and also as part of a team. - Ability to manage own workload, prioritise in order to meet deadlines, work flexibly, and able to multitask - Ability to communicate well with all levels of staff, patients and external organisations on a face-to-face basis , via e-mail and or over the telephone - The ability to manipulate and analyse data using Excel, and produce detailed reports in a variety of formats. - Professional approach to work and colleagues - Able to develop good working relationships	Experience of using Datix management systems