

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Digital Services
Job Title:	Information Compliance Officer
Department/Subject:	Cyber and Information Security
Salary:	Grade 8 £39,355 to £45,413 (pro-rata) per annum together with USS pension benefits
Hours of work:	35 Hours
Number of positions:	1
Contract:	This is a permanent position
Location:	Bay or Singleton Campus but there will be opportunities for flexible working by arrangement

Main Purpose of Post	<ol style="list-style-type: none"> 1. To be responsible for providing authoritative advice, guidance and support to University managers and staff to help ensure the University's compliance with the Freedom of Information and Data Protection Acts, and the requirements of the Officer of Information Commissioner. 2. To co-ordinate and manage responses to all queries received by the University under and in accordance with the requirements of the Freedom of Information and Data Protection Acts. 3. To oversee the development and on-going maintenance of the University's Publication Scheme. 4. To develop, manage and maintain comprehensive web pages and other advisory information and guidance relating to the post-holder's areas of responsibility. 5. To develop and deliver training and advisory sessions for University staff relating to the post-holder's areas of responsibility. 6. To manage all aspects of the online e-learning system. 7. To carry out appeals in line with the requirements of the Freedom of Information and Data Protection Acts. 8. To perform gap analysis audits and making recommendations to meet compliance requirements. 9. To assist in the preparations in implementing and maintaining the General Data Protection Regulation across the University. 10. To develop relevant policies, procedures, and guidance to ensure compliance with relevant legislation and to meet best practice in FOI, EIR and DP. 11. To monitor external developments relating to the post-holder's areas of responsibility, and as required, to revise and develop internal policies and supporting procedures. 12. To develop, manage and maintain effective IT-based and other systems to support the post-holder's areas of responsibility. 13. To deputise for the Information Compliance Manager as and when necessary.
General Duties	<ol style="list-style-type: none"> 1. To fully engage with the University's Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.
Professional Services Values	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>

	<p>We are Professional</p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together</p> <p>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care</p> <p>We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <ol style="list-style-type: none"> 1. Qualified to degree-level / have appropriate professional experience. 2. Professional qualifications / skills as per specified legal / governance / compliance requirements/ <p>Experience, Knowledge and Skills:</p> <ol style="list-style-type: none"> 1. Demonstrate a sound working knowledge of providing advice in relation to the designated area. 2. Experience of developing policies and procedure to ensure compliance with legislation and regulatory frameworks. 3. Experience of organising and delivering training events and audit reviews. 4. Experience of dealing independently with a caseload. 5. Experience of reporting to and supporting the work of senior officers and bodies within an organisation. 6. Demonstrate excellent written and verbal communication skills. 7. Demonstrate excellent IT skills. 8. Demonstrate effective negotiating / influencing skills. 9. Demonstrate the ability to work well within a team (as both a leader and member) as well as to take individual responsibility. 10. Demonstrate accuracy and attentiveness to detail as well as ability to contextualise matters. <p><u>Desirable Criteria:</u></p> <ol style="list-style-type: none"> 1. Experience of working in UK higher Education. 2. Ability to communicate in Welsh. 3. Professional certification in Data Protection



Welsh Language Level	<p>Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p>
Additional Information	<p>Informal enquiries: Lisa Hughes - l.e.hughes@swansea.ac.uk</p>

