

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Swansea University Medical School
Job Title:	SAIL Information Governance Coordinator
Department/Subject:	SAIL Databank
Salary:	Grade 6 £29,959 - £33,482 per annum together with NEST pension benefits
Hours of work:	Full time 35 hours per week
Number of positions:	1
Contract:	This is a fixed term position for 12 months
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	<ol style="list-style-type: none"> 1. To administer all information governance functions related to use of SAIL data in line with standard operating procedures, with support from the Data Acquisition and Provisioning Manager where required. 2. To ensure that all documentation relating to SAIL projects, policies and datasets are kept up to date and held, processed and deleted in line with SAIL operating procedures and legal requirements such as the General Data Protection Regulation (GDPR) 3. To administer all aspects of the SAIL data acquisition and provisioning process in line with standard operating procedures, with support from the Data Acquisition and Provisioning Manager where required.
General Duties	<ol style="list-style-type: none"> 4. Administer the information governance review process for projects wishing to access SAIL data (including new applications, extensions and amendments), providing simple guidance on process or responding to queries from applicants as required. 5. Provide administrative support, including minute taking, to the IGRP committee and the Data Management Committee. 6. Manage the document libraries for IGRP related documentation and SAIL data documentation, ensuring all paperwork (including the SAIL Datasets List) is securely stored and kept up to date. 7. Notify users of new data becoming available, and administer the user account set up process, communicating clearly, accurately and professionally with SAIL users and other members of the SAIL team. 8. Assist the Data Acquisition and Provisioning Manager in administering the SAIL project audit process, selecting projects for audit according to the Audit Policy, recording the outcomes of audits, working with projects to address any issues and maintaining a secure document library of project audit documentation. 9. Maintain the GP Practice Database, keeping accurate records of which GPs share data with SAIL. 10. Working with minimal supervision, work with colleagues from IT to ensure routine datasets are brought in to the agreed timescales and requests for new datasets are assessed and actioned according to standard operating procedures. 11. Identify queries or issues requiring input from another member of the SAIL team, and pass these to the appropriate person, with a summary of the issue and any action taken. 12. To fully engage with the University's Performance Enabling and Welsh language policies 13. To promote equality and diversity in working practices and to maintain positive working relationships. 14. 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. 15. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition. 16. 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	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



	<p>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: Educated to A level standard or equivalent experience</p> <p>Experience:</p> <ol style="list-style-type: none">1. Significant experience gained working in a structured administrative environment2. Experience of delivering a responsive, professional and flexible customer focused service ensuring that outcomes are delivered on time and to high levels of quality3. Holds a current data protection /safe researcher certificate or demonstrable understanding of data protection issues. <p>Knowledge and Skills:</p> <ol style="list-style-type: none">1. Good organisational and time management skills with the ability to prioritise work and work to tight deadlines2. Excellent attention to detail to ensure accurate and timely information management3. Excellent communication skills, verbal and written4. Ability to use own initiative and to work independently and as part of a team5. Excellent IT skills especially in the use of Microsoft Word, Excel and PowerPoint and in using Electronic Filing and Operational Systems.



	<p><u>Desirable Criteria:</u></p> <ol style="list-style-type: none">1. Experience of working within Higher Education/Research setting2. Familiarity with health related research
<p>Welsh Language Level</p>	<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>
<p>Additional Information</p>	<p>Informal enquiries: Charlotte Arkley c.r.arkley@swansea.ac.uk</p>

