

Job Description: Professional Services Leadership Position

College/School:	Professional Services
Job Title:	Information Compliance Manager
Department/Subject:	Digital Services – Cyber and Information Security
Salary:	Grade 9 £47,389 - £56,535 per annum together with USS pension benefits
Hours of work:	35 hours
Contract:	This is a permanent position
Location:	This position will be based at the Singleton Campus

Introduction	To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology.
Background information	To be accountable for ensuring the University is compliant with the General Data Protection Regulations, the UK Data Protection Act, the Data Use and Access Act as well as Freedom of Information and Records Management requirements.
Main Purpose of Post	1. To be responsible for ensuring that policies and procedures for Data Protection, Freedom of Information and Records Management are drafted and communicated; 2. To establish and lead the University's implementation of its obligations under the General Data Protection Regulation (GDPR) and on-going compliance; 3. To provide effective advice and guidance to colleagues on areas of Freedom of Information, Data Protection risk and compliance and Records Management; 4. To manage procedures for handling and responding to Freedom of Information requests, subject data access requests, complaints, queries, information rights requests and Environmental Information requests in line with statutory requirements; 5. To develop and maintain accurate and comprehensive records of all data processing activities undertaken by the University; 6. To develop and maintain the University's publication scheme in line with legislative requirements and ICO best practice to ensure that up to date information is available; 7. To develop a monitoring framework to support the University's obligations and compliance with data protection regulations, including appropriate management information to report on compliance; 8. To plan and execute a schedule of Data Protection audits and work effectively with colleagues to implement their recommendations; 9. To advise on when Data Protection Impact Assessments are necessary and conduct these assessments as appropriate; 10. To risk assess data breaches to determine whether notification is required and make any necessary notifications or reports to the individual and / or ICO. 11. To work with colleagues to ensure data protection compliance and the concept of privacy by design is embedded into all systems, policies and processes. 12. To develop and promote improved records management practice across the University and to provide advice to staff on retention and destruction of records; 13. To oversee the management of the University's outsourced Records Management Store; 14. To develop and lead a training and awareness programme to promote good practice for data processing and protection among staff; 15. To establish and participate in networks with those responsible for data protection and information compliance in other HE institutions and outside the HE sector;

	16. To horizon scan to ensure that the University is aware of, and prepared for, any upcoming legislative changes or legal precedents that could have an impact; 17. To effectively manage the information compliance team to ensure compliance is maintained across legislative areas.
General Duties	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 directed by the Head of College / Department or their nominated representative expected within the grade definition. 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
Leadership 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 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. In addition you will operate to a defined set of Leadership Values: We are Professional We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance. We Work Together We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the "big picture" and harnessing ideas and opportunities to achieve the University's vision. We care We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motivate and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.
Person Specification	<u>Essential Criteria:</u> Leadership Values: 1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care

	Qualification: 1. Qualified to degree-level / have appropriate professional experience 2. Professional qualifications / skills as per specified legal / governance / compliance requirements. Experience: 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 leader and member) as well as to take individual responsibility. 10. Demonstrate accuracy and attentiveness to detail as well as ability to contextualise matters. Knowledge and Skills: Welsh Language: <i>(Delete as applicable)</i> Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role) <i>e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</i> For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Deborah Howell - Deborah.Howell@Swansea.ac.uk

