

Person Specification

Post Title:	Information Governance Manager and Data Protection Officer		
Directorate:	Service Support		
Location:	Service Headquarters		
Grade:	I	Date:	September 2026
NFCC Leadership Framework Level: Leading the Function			
	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Personal Impact</i>	Demonstrable experience in negotiation and influencing skills.	E	3
	Experience of handling sensitive personal information and maintaining confidentiality.	E	1,3
	Experience of working on own initiative with minimal supervision.	E	1
<i>Outstanding Leadership</i>	Experience of undertaking and guiding others through data protection and privacy risk assessments.	E	2
	Experience of leading a team at tactical / middle manager level.	E	1,3
<i>Service Delivery</i>	Experience of reporting Information Governance performance and risks to managers at all levels.	E	2,3
	Experience of undertaking project roles.	D	1
<i>Organisational Effectiveness</i>	Experience of producing, implementing and monitoring high level business plans in line with organisational objectives.	E	1
	Experience of budgetary management, complying with financial regulations within appropriate legal framework.	E	1
	Experienced in producing, implementing and monitoring the effectiveness of Information Governance strategies, policies, procedures and frameworks.	E	2
	Experience of communicating and responding effectively with a wide range of stakeholders including regulatory bodies regarding Information Governance matters, providing professional advice and decision making.	E	2
<i>Job Specific</i>	Demonstrable experience, knowledge and understanding of Information Governance relevant to the size of the organisation and nature of its business including Data Protection, Freedom of Information and records management laws and codes of practice.	E	1

	Proven track record of being the key contact point with external regulators i.e. the Information Commissioner's Office and Auditors.	D	1
Equality and Fairness			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	1,3
<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Degree or other relevant academic qualification.	D	1,4
	Relevant vocational training qualification to a minimum of intermediate level.	E	1,4
	Relevant experience in an Information Management tactical role (middle manager role).	E	1,2,3
Skills			
<i>Personal Impact</i>	Excellent communication skills with proven experience of developing and working in strong and successful partnerships with a range of internal and external stakeholders.	E	3
	Personal integrity and authenticity, able to demonstrate high personal standards in dealing with people.	E	1,3
<i>Outstanding Leadership</i>	Highly professional attitude and work ethic with a commitment to Continuing Personal and Professional Development and developing others.	E	1
<i>Organisational Effectiveness</i>	Proven ability to identify, design and implement organisational and technical solutions for Information Governance legislative compliance.	E	3
Other			
Must be willing to undertake a criminal record check.		E	4
The post holder will be required to regularly visit a range of locations within Leicester, Leicestershire & Rutland.		E	3
Willingness to work flexibly and on occasion outside of core hours.		E	1

Measures

1 = Application Form

2 = Testing

3 = Interview

4 = Other (e.g.: DBS Check/Certificates)