

Job Description

Post Title:	Information Governance Manager and Data Protection Officer		
Directorate:	Service Support		
Department:	Information Governance		
Location:	Service Headquarters		
Grade:	I	Date:	September 2026

Responsible To:	Area Manager Service Assurance
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Liaison With:	Service employees and other staff; Project Managers; Representatives from other organisations; Internal / External Auditors; Fire and Rescue Service Inspectorate; Ministry of Housing and Communities and Local Government; Organisations that process data on our behalf; Our communities / Members of the Public; External stakeholders –Other FRS, local authorities and blue light partners; and United Kingdom Supervisory Authority (Information Commissioner).
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Purpose of Job:

- To lead the Service's Information Governance function at a tactical level to support compliance with applicable data protection and transparency legislation; and records management;
- To act as the Data Protection Officer (DPO) as required by Article 37 of the General Data Protection Regulation (GDPR);
- To provide expertise and advice relative to Information Governance compliance across all aspects of Services' business including data protection, transparency and records management;
- To advise the Senior Leadership Team (SLT) on information risk and implement organisational control measures; and
- To support initiatives for continuous improvement including Digital Transformation and Artificial Intelligence (AI); and where required to manage projects.

Main Activities, Duties and Responsibilities:

- Support development of Service Policy; and to create, review and maintain effective, relevant and understandable Service Procedures and guidance relating to Information Governance functions.
- Promote a strong culture of information responsibility across the Service and ensure that Information Governance considerations are embedded into strategic decision-making, Service design, transformation programmes, procurement, digital services and day-to-day operational activity.
- Develop and deliver the Information Governance department plan, monitoring progress and performance seeking continuous improvement.
- Support Digital Transformation and development of use of Artificial Intelligence and emerging technologies in Service processes; to ensure Service compliance and assurance.
- Actively engage and contribute at the Tactical Management Team and Middle Managers meetings, and any other forums commensurate with the role.
- Identify, and monitor budgets within the Information Governance department ensuring procurement of goods and services complies with financial regulations.
- Monitor compliance with applicable Information Governance legislation.
- Identify, evaluate, recommend, and implement improvements to personal data and non-personal information processing activities; internally and when in collaboration with partners.
- Identify, develop, deliver, and monitor the effectiveness of Information Governance training to all employees and other stakeholders as required.
- Lead and ensure the identification, development and review of Data Protection Impact Assessments (DPIAs), ensuring risks are appropriately assessed and proportionate control measures are identified, implemented and monitored.
- Lead the production and ongoing management of the Corporate Register of Processing Activities (ROPA), taking responsibility for ensuring it is fully populated, risk assessed, accurate, up to date and effectively managed.
- Take lead responsibility for managing and delivering all Rights of Access requests relating to personal and non-personal information, ensuring each request is appropriately and securely processed and completed within the required legal timeframes.
- Lead and undertake the investigation and management of personal data breaches and breaches of data protection principles, including recording and assessing associated risks. Contribute to wider investigations into security breaches and data loss.
- Lead the production and ongoing management of Fair Processing and Privacy Notices.
- Lead, produce and review Memorandum Of Understandings and Information Sharing Agreements where personal information is processed with partners and other organisations.

- To guide and provide assurance to the Service that fair and lawful exchange of data and information is achieved with partners and other organisations.
- Establish standards for the creation, classification, retention, storage, retrieval, archiving and secure disposal of records; support Record Owners in managing lifecycle.
- Act as the Service point of contact for the Information Commissioner in the statutory role of Data Protection Officer.
- Review legal contracts for new procurements, the provision of services, Data Processors and Controller agreements; advising the Service Procurement Team on Information Governance matters.
- Publish and maintain accurate, relevant and timely information on the Service's intranet Portal pages; and external Service website including maintaining the transparency Publication Scheme.
- To provide timely reports on Information Governance related performance, accessible to managers and members of the Combined Fire Authority.
- Line manage the Information Governance Officer (Deputy Data Protection Officer) and lead the Service Information Team (SIT) and Reception, providing overall departmental oversight and accountability.
- Develop relationships with colleagues, external stakeholders, suppliers, and others as appropriate to enable the delivery of the Information Governance function.
- Represent the Service on any relevant national, regional and local bodies related to the role.
- To undertake and support a variety of project roles internally and externally to achieve Service objectives.

Other

- To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
- To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
- To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.
- This post encompasses the role of the Data Protection Officer (DPO) which is a statutory organisational requirement as detailed under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (as amended by the Data [Use and Access] Act 2025. The DPO is afforded the required independence to perform their role and is responsible for overseeing the Service's data protection framework and its implementation to ensure compliance with applicable data protection legislation.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Additional Information for Job Evaluation

Budget Directly Responsible For:	£ 17,500 (Approx)
Budget Indirectly Responsible For:	£362,000 (Approx) [Employee costs]
Number of employees Responsible For:	9
Qualifications and Experience Required:	Degree or other relevant academic qualification. (Desirable) Relevant vocational training qualification to a minimum of intermediate level. Relevant experience in an Information Management tactical role (middle manager role).