ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL

Life in all its fullness

INFORMATION CHAMPION ROLE PROFILE

Defined responsibilities of Information Champions to be used in addition to an existing substantive role profile

November 2020

Addendum to relevant Job Profile

Job Title: Information Champion

Grade: [TBC]

Information Champions play a key role in ensuring that St John the Baptist C of E Primary maintains an effective framework for managing information, enabling business needs to be met within an agile and flexible environment and allowing us to work closely with partners, exchanging information legally, safely and securely.

Through their presence on the Governing Body of St John the Baptist C of E Primary School Information Champions recommend to the Leadership Team decisions on policy or procedural issues. Individually they consider the practical effects on their functions' business practices of proposals for new or changed policies, standards, procedures and guidance focussed on the management or handling of information then, jointly, make recommendations to the Leadership Team. They also address concerns about, and support their function in, the application of the Information Governance framework to encourage compliance with information-related legislation and regulations.

They provide appropriate support to their Function's Leadership Team and all function staff to facilitate compliance across the function with information-related legislation and regulations including, but not limited to, the Data Protection Act 1998, the General Data Protection Regulations 2016the Human Rights Act 1998, the Freedom of Information Act 2000, Environmental Information Regulations 2004, Caldicott Principles and the Department of Health's Information Governance initiative.

Key Accountabilities

- Play a key role in the Board ensuring that the Leadership Team and all other stakeholders have the relevant information about their Function to inform their decisions by:
    - Attending Board meetings;
    - Considering the effect of proposals for new or changed policies, standards, procedures and guidance focussed on the management or handling of information;
    - Reflecting on aspects that are relevant to functions business practices and feeding back issues or confirming acceptability of proposals.

- Where relevant, represent own service in a specialist advisory capacity to the Board, for example, providing ad-hoc audit, HR, ICT, legal, media or records management advice at Board meetings.
- Support their Functional Leadership Team in embedding effective information management across the function, encouraging the pragmatic assessment of information security as an integral part of day to day operations and business change initiatives by:
  - raising awareness, providing informed advice and actively encouraging employees to meet their responsibilities defined in our Policies, supporting standards and procedures;
  - motivating employees and gaining their commitment to the principles of the policy and relevant legislated and other information requirements;
  - encouraging employees attendance at relevant training;
  - liaising with other Information Champions across the Organisation to respond to cross-cutting requests for information;
  - supporting and contributing to reviews of compliance with policy in response to complaints relating to the way information has been handled within the function.
- Co-ordinate compliance within their function with our procedures for responding to requests for information (in accordance with FOI and EIR) and requests for access to customers'/employees' personal files (in accordance with DPA), directing requests to appropriate teams, supporting the application of exemptions/redactions whenever information is withheld and quality assuring responses to ensure that they address the request and contain any centrally agreed wording
- Ensure that investigations are undertaken in accordance with all relevant guidance providing support to such where required, and that mitigation strategies are implemented when security incidents or other breaches of relevant policy, standards or procedures occur within their function.
- Overseeing requests for exceptions to policy within their function, ensuring that the business justification is well documented prior to consideration, signoff and submission.
- Promote the maintenance of their function's section of central information sources such as the Information Asset and Data Lifecycle Mapping Register.
- Facilitate secure information sharing when appropriate through:
  - the use of information sharing protocols when sharing information with partner organisations, and
  - the use of disclosure and non-disclosure agreements when contractual arrangements give employees of other organisations access to our information.
- Provide management information from their directorate to enable the Leadership Team and other key stakeholders to have an effective overview of compliance with information-related legislation and regulations.

Knowledge, Skills and Experience

Note that specialist support is available to Information Champions from the Information Governance function, and from specialists in other areas such as audit, HR, ICT, legal, communications and records management.

- Good understanding of the work of own function, including broadly who does what and the information held.
- Sound knowledge of policy, supporting standards and procedures, including procedures for handling requests for information, impact assessments and monitoring employees.
- Up-to-date broad knowledge of information-related legislation, regulations and professional standards that impact on the delivery of function's services.
- Competent user of IT with a broad understanding of the risks and issues associated with its use.
- Good interpersonal and communication skills (written and verbal).
- Good negotiating and facilitation skills, including ability to work with all levels of employees (including senior management).
- Able to demonstrate sensitivity and handle conflict.
- Proven ability to multi-task and manage a diverse portfolio of activities