

RUSHCLIFFE BOROUGH COUNCIL

Data Protection and Information Governance Officer

Person Specification

Post grade: LS8	Post number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Substantial and recent professional experience of providing authoritative advice on data protection, information governance and information rights legislation in a medium-sized, complex organisation. Demonstrable experience of leading, or having significant professional responsibility for, an organisational data protection or information governance function. Experience of providing independent, risk-based advice and assurance to senior managers, corporate governance bodies or equivalent senior decision-makers. Significant experience of overseeing complex or sensitive statutory information rights requests, including Subject Access Requests, Freedom of Information requests and Environmental Information Regulations requests. Experience of advising on exemptions, exceptions, redaction, disclosure risk and public interest considerations.	Experience of working in local government or another complex public sector organisation. Experience of liaising directly with the Information Commissioner's Office or another statutory regulator. Experience of designing or delivering data protection and information governance training, briefings or awareness activity.

	Experience of leading or quality-assuring Data Protection Impact Assessments, Data Sharing Agreements, Information Sharing Protocols and Privacy Notices. Experience of overseeing investigations into personal data breaches or information governance incidents, assessing regulatory risk and advising on notification requirements. Experience of developing, implementing and monitoring corporate data protection and information governance policies, standards and assurance arrangements.	
QUALIFICATIONS	A relevant professional qualification in data protection, information governance, information law, records management, information security or a closely related discipline, or evidence of equivalent substantial professional experience. Evidence of continuing professional development in data protection and information governance (such as certified practitioner courses).	Degree or postgraduate qualification in law, information governance, information management, information security or a related discipline. Recognised management or leadership qualification. Membership of a relevant professional body.
SPECIALIST KNOWLEDGE AND SKILLS	Detailed knowledge of the UK GDPR, Data Protection Act 2018 and associated legislation relevant to the role including recent AI and automated decision-making regulations. Detailed knowledge of information rights legislation, including the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Strong knowledge of accountability requirements, lawful processing, transparency, retention, data subject	Knowledge of recognised information security or records management standards, such as ISO 27001. Knowledge of information governance, records management, data quality and information security principles. Understanding of the information governance implications of contracts, non-disclosure agreements, procurement, partnerships, shared services,

	rights, information sharing and Records of Processing Activities. Strong knowledge of Data Protection Impact Assessments and the identification, evaluation, mitigation and escalation of privacy and information risks.	organisational change, data migration and system integration.
GENERAL SKILLS	Ability to exercise independent professional judgement and provide impartial advice, including where that advice may challenge proposed organisational decisions or established practices. Ability to translate complex legal, regulatory and technical requirements into clear, practical and proportionate guidance suitable for a variety of audiences. Ability to influence senior stakeholders and secure action in response to significant information governance risks. Ability to assess and advise on information governance risks arising from organisational transformation, service integration, system change and data migration. Ability to produce clear, accurate and authoritative written advice, policies, investigation findings, risk assessments and assurance reports.	Ability to coordinate services, Information Asset Owners, system owners and delegated data protection leads to address data risks and improve organisational assurance.
IT AND DIGITAL SKILLS	High level of digital literacy, including effective use of Microsoft 365 applications and electronic records, case-management or information-governance systems. Ability to interrogate, organise and present information accurately for monitoring, assurance and reporting purposes.	

PERSONAL QUALITIES	Demonstrates discretion, resilience, professional integrity and sound judgement when handling confidential, sensitive or contentious matters. Confident and credible when providing professional challenge and escalating significant or unresolved risks. Works collaboratively across professional, service and organisational boundaries while maintaining the independence required of the DPO role. Flexible and self-motivated, with a commitment to high professional standards and continuous improvement. Demonstrates commitment to equality, diversity and inclusion and is able to identify and respond appropriately to discriminatory practice.	
PHYSICAL	No specific physical requirements beyond those normally associated with an office-based and hybrid role. Reasonable adjustments will be considered in accordance with the Council's obligations.	
SPECIAL WORKING CONDITIONS	Occasional attendance at meetings or events outside normal working hours may be required, subject to service needs.	
Charlotte Caven-Atack - Assistant Director for Corporate Services September 2026		