

**RUSHCLIFFE BOROUGH COUNCIL**

**Data Protection and Information Governance Officer**

**Person Specification**

<b>Post grade: LS08</b>	<b>Post number: tbc</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<p>Extensive experience of managing statutory information rights requests (SAR, FOI, EIR), ensuring compliance with deadlines and exemptions</p> <p>Experience of developing and applying policies and procedures</p> <p>Knowledge of records management and information security standards (e.g. ISO 27001)</p> <p>Experience of incident handling and / or DPIAs</p>	<p>Experience working in local government or public sector</p> <p>Experience of advising services on data protection and information sharing</p> <p>Experience of data transfer to new organisations and effectively managing data protection and information governance risks</p>
<b>QUALIFICATIONS</b>	<p>Relevant Professional or Management / Leadership Qualification</p> <p>Good standard of written communication, evidenced through application and experience</p>	<p>Degree or similar qualification</p>
<b>SPECIALIST KNOWLEDGE AND SKILLS</b>	<p>Understanding of UK GDPR, Data Protection Act 2018, and information governance principles</p> <p>Ability to translate complex legal requirements into practical guidance</p> <p>Understanding of risk-based decision making in data protection</p>	<p>Ability to influence and build relationships across services</p> <p>Attention to detail and accuracy</p> <p>Ability to work with two Deputy DPOs across the authority and advise officers in all service</p>

	<p>Strong analytical and problem-solving skills</p> <p>Ability to manage competing priorities and deadlines</p> <p>Strong oral and written communication skills</p>	areas
<b>IT SKILLS</b>	<p>Excellent computer literacy and word processing skills</p> <p>Proficient in Microsoft Office applications</p>	
<b>PERSONAL QUALITIES</b>	<p>Flexible approach to working practices and willingness to work independently</p> <p>Able to prioritise and plan own workload to meet deadlines</p> <p>Able to foster positive working relationships</p> <p>Diplomatic and tactful in dealing with sensitive confidential matters</p> <p>Able to build effective working relationships across all service areas</p>	<p>Ability to establish and maintain high standards</p> <p>Ability to identify discrimination in the workplace and adopt appropriate strategies to resolve it</p>
<b>PHYSICAL</b>	None	
<b>SPECIAL WORKING CONDITIONS</b>	None	
<p>Charlotte Caven-Atack</p> <p>Assistant Director for Corporate Services</p> <p>May 2026</p>		