

Information Governance Officer

Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland? Yes? Research Data Scotland needs you!

A bit about us:

Research Data Scotland has been set up to support research and innovation in Scotland to improve citizen wellbeing and equalities. It will provide a service to researchers to help identify and access existing datasets for work in the public good, and aims to attract investment into Scotland for data-driven innovation. All data will be held in compliance with current sector-leading standards and legal frameworks, with only accredited researchers having access to restricted data.

Research Data Scotland aims to provide a step change in the service to researchers, whilst maintaining the high standards of information governance and data security already in place. We aim to work as openly as possible, maintaining standards in transparency and ethics.

Our focus is on providing a streamlined service for researchers, as well as extending the range of data available through the service, particularly in the areas of Covid-19, NHS imaging, geospatial data, children and justice services.

About your role:

Your focus will be on Information Governance and Protection in compliance with data protection legislation.

This is a rare opportunity to shape the future of how we handle access to and protection of data. You will support the Legal Manager to meet the growth needs of RDS in accessing public data and will work across our other departments on the development of information governance policy and documentation. As a subject matter expert, you will also liaise with our partner organisations and stakeholders at all levels of seniority.

We're a start-up so, in line with your skillset, other bits and pieces will come your way.

A bit about you:

A flexible mind-set and a "can-do" attitude are essential. You are a self-starter, with high energy. You are organised and detail is important to you. You enjoy managing a varied and busy workload. You are passionate about how data-driven innovation can transform services and improve wellbeing and preferably have some knowledge of/experience in working with data, data platforms or data improvement methodologies.

A bit about the package:

You'll have gathered by now that we are a work in progress. That said we're committed to being a fair work employer so we'll encourage channels for effective voice, we'll invest in the development of our people and we'll promote an inclusive workplace culture. What else: a 35-hour week, 33 days' holiday, including public, but we don't have set closures, hybrid working, flexible working hours, open from day 1 to discuss flexible working arrangements, generous pension, based at the Bayes Centre in the centre of Edinburgh. This list will be added to, and you'll help shape it.

Curious? Go to our Jobs page (researchdata.scot/jobs). We're keeping things easy – it's just a c.v. and a cover letter (to jobs@researchdata.scot) giving us some insight into how you match the job and person specs.

Contact HR@researchdata.scot if you'd like to arrange an informal chat.

Role	2 x Information Governance Officer, reference RDS0020
Pay	£33,000 - £39,000
Hours	35 per week. Happy to talk part-time.
Employment Type	1 x Permanent
Employment Type	1 x Fixed Term – 2 years. Happy to discuss secondment opportunities.
Closing date	23/06/2022 (Please get your application in early as we reserve the right to close this post before the closing date and would hate to miss you.)
Reports to	Legal Manager
Direct Reports	None at present

Key duties and responsibilities will include:

- Working with senior managers, staff and partners to develop, implement and review Information Governance processes, policies and procedures in line with legislation and best practice and support teams to ensure compliance.
- Writing, reviewing and agreeing a range of documentation including: data sharing agreements, data protection impact assessments, data processing agreements, joint controller agreements.
- Assisting teams to introduce and maintain robust arrangements to ensure the safety and security of personal information in digital and paper format.
- Working with teams to develop awareness raising and training framework to support information governance compliance across the organisation.

Knowledge, skills and experience:

- Proven experience of the development of information governance, adept at presenting information and making recommendations. Essential
- Experience of drafting data sharing agreements, privacy, consent and data management, including inter-company data-flows. Essential
- Track record of successfully developing and implementing data risk governance plans. Essential
- Proven knowledge of the relevant data protection legislation, information governance standards and ICO guidance on accessing, storing and sharing data. Essential
- Ability to work appropriately with sensitive and confidential information. Essential
- Excellent stakeholder management skills. Essential
- Experience of working across partner organisations. Desirable
- Relevant degree or certification in Data Protection or equivalent experience. Essential

Key competencies:

- Improving Organisational Performance
- Analysis and Use of Evidence
- Communication and Engagement
- Self-awareness