

# Senior Information Governance Analyst

**Location:** Canary Wharf, London

**Reports to:** Governance and Assurance Manager

**Grade:** C

## Job purpose

The post-holder will work across the organisation to make sure that the GPhC complies with information rights legislation and has in place the governance framework, policies, procedures and advice it needs to function as an effective, proportionate regulator. They will deputise for the Governance and Assurance Manager, including for the statutory Data Protection Officer role.

## Main accountabilities

- To lead and coordinate the handling of all requests for information under the Freedom of Information Act and those made under rights in data protection legislation, including those of a complex nature. This involves recording requests, researching the information requested, advising specialist staff on disclosure and other legal requirements to guide their decisions, collating and redacting documents, and drafting responses, making sure statutory deadlines are achieved and legal requirements for responses are met.
- To lead information governance advice to the procurement function. This includes reviewing data protection and information security requirements in procurement activities, developing personal data processing documentation, advising procurement and business teams on contract compliance, and carrying out due diligence on prospective suppliers. The post holder will also act as information governance advisor on procurement panels.
- To deputise for the Data Protection Officer, covering all statutory aspects of this work, including acting as the contact point with the Information Commissioner's Office and reporting to the CEO.
- To deputise for the Governance and Assurance Manager, which includes supervising other team members.
- To undertake complex information governance analysis and advisory work covering data protection and privacy, records management, information security, and transparency. This work includes, but is not limited to:
  - Developing and implementing measures to enable the GPhC to maintain and continuously improve compliance with data protection legislation

- Assessing information governance risks, carrying out data protection impact assessments, analysing findings and recommending solutions to reduce risks
- Providing advice and promoting good practice around the organisation, including advising senior staff on complex matters
- Developing and facilitating training and developing intranet content
- Developing and documenting policies and procedures
- Monitoring and reporting on compliance and performance
- Responding to breaches and incidents, carrying out investigations and making recommendations on improvements to prevent recurrence
- Working with IT colleagues to develop policy for information governance aspects of technology developments and information security improvements, including standards certification
- Working with colleagues and external counterparts, develop and coordinate approval for Memoranda of Understanding and Information Sharing Agreements.
- To carry out other information governance tasks as required. This includes cover for the administration of the GPhC register data subscription service and dealing with service issues.

| Knowledge and skills for this job  | Essential                           | Desirable                |
|--|-------------------------------------|--------------------------|
| Significant experience of applying data protection legislation in an information governance role.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Significant experience of responding to Freedom of Information and data protection requests in a health or regulatory environment.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Proven ability to research complex issues, summarise findings, advise and make recommendations on options and associated risks.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent and professional communication skills, both written and verbal, with the ability to deal comfortably with key individuals at all levels and to persuade and influence behaviour.       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent organisational skills to enable delivery under pressure and ensure statutory deadlines are met.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Attention to detail and a high degree of accuracy, whilst being collaborative in approach.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to work with minimal supervision, under pressure, on own initiative and able to prioritise workload (able to deputise for the Governance and Assurance Manager/Data Protection Officer). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Able to see the bigger picture and consider information governance in the context of wider organisational strategy.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Hold a recognised data protection qualification  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Knowledge and skills for this job   | Essential                           | Desirable                           |
|---|-------------------------------------|-------------------------------------|
| Apply and manage the diversity and equality policy and practice pertinent to the role.                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Experience, education, or training in pharmacy, as a pharmacist or pharmacy technician, or other healthcare professional. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.