



Royal College of Anaesthetists

Information Governance Partner

Directorate: Clinical Quality and Research
Reports to: Deputy CEO and Director of Clinical Quality and Research
No. of Direct Reports: 0
Grade: 3

1.1 Job purpose

The Deputy CEO currently holds the role of Data Protection Officer (DPO) at the College and has overall responsibility for the College's Information Governance Programme.

We are living in unprecedented times and like most organisations, the College has had to adapt to new ways of working and our key operations like exams and events have moved online. The Information Governance Partner will ensure that appropriate technical and organisational measures are in place to protect College data and the information rights of individuals.

In addition, there is possibility of a 'no deal' exit from the EU; which will increase the workload in this area as the College puts in place the necessary safeguards.

The College has made a lot of progress in achieving Cyber Essentials as evidenced through our Data Security Protection Toolkit submission and recent health check from an external consultant. This role will work closely with the Head of IT and DPO to develop the roadmap for this work and in doing so, will identify any immediate risks and key priorities for delivery in an agreed timeframe.

1.2 Key tasks and responsibilities

EU Transitional Arrangements and Beyond

- Review existing data flows from Europe and non-Europe to the UK and put in appropriate mitigations and manage any ongoing risks
- Work closely with our data processors (external suppliers) to prepare or ensure the deployment of revised Standard Contractual Clauses (SCCs) with EU/EEA counterparts to ensure we can keep personal data flowing lawfully
- Assist with negotiations and review contract clauses for Data Protection compliance and appropriate security controls alongside the DPO and Director of Finance
- Draft legal contractual clauses in relation to the processing of personal data to ensure compliance with data protection. This will include but is not limited to contracts, agreements, memorandums of understanding, consultancy agreements, data sharing agreements and confidentiality/non-disclosure agreements
- Manage the appointment of an EEA Representative in the Republic of Ireland, setting out the terms of agreement and managing the ongoing relationship

Data Security Protection Toolkit

- Manage the College's compliance with and coordination of, the submission for the NHS Data Security Protection Toolkit (DSPT), working closely with the DPO, Head of Research, Associate Director of People & Culture and Head of Departments

- Review the College's information governance policies, record of processing activity, data mapping and information audit work to identify improvements. This will include advice on internal auditing of this work

Data Privacy Impact Assessments

- Manage Data Privacy Impact Assessments (DPIAs), working closely with the relevant Head of Department to identify and mitigate risks and monitor performance

General Duties

- Provide to the DPO, on a proactive basis, advice, recommendations, risk assessment and proposed action to address a range of information legislation responsibilities including GDPR, Data Protection, Privacy and Electronic Communication Regulations and Marketing
- Manage subject access requests and other information rights' requests
- Work collaboratively with the IT team, Head of Departments and wider teams such as Membership, Training, Events, Faculties etc. to improve information governance capabilities in existing and developing applications and systems
- Review the mandatory Data Protection and Information Security Training to staff as well as other tailored training related to data protection and records management
- Manage awareness campaigns to disseminate changes in legislation to staff and to maintain a good level of awareness
- Support the DPO in responding to any complaints from individuals in relation to their rights under data protection, by preparing briefings, liaising with stakeholders and gathering supporting evidence
- Provide advice to staff on folder structures and guidance on records management best practice, maintaining the College's Records Retention Policy
- Any other such duties as identified by the DPO

1.3 Qualifications, skills, knowledge and experience

- Experience of leading within an internal governance/audit and risk management environment, or equivalent
- Experience of handling special category data, including health data
- Highly competent and experienced manager
- Significant influencing skills and a desire to work collaboratively with a range of partners and stakeholders
- Experience of interpreting and analysing complex legislation, in particular that relating to information rights
- Ability to assess and interpret complex strategic risk and engage in debate about these issues
- Significant demonstrable experience of project management styles and techniques, and ability to adapt project management approach to fit circumstances
- Experience of working in a charity, NHS or membership organisation
- Excellent organisational skills
- Excellent written and communication skills and the ability to communicate and network with a range of professionals
- Understanding of electronic records management and document solutions, including SharePoint
- Working knowledge of collaboration systems Such as SharePoint, MS Teams, Slack or similar
- Educated to degree level or relevant professional qualification or equivalent experience
- Professional qualification relevant to information management and data protection such as Data Practitioner's Certificate from an accredited body

1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

VALUE:	EXPERT
COMPETENCY:	Empathy with the College and its business
DESCRIPTION:	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

Support & Delivery
<ul style="list-style-type: none">• Applies knowledge of business to day-to-day activities• Understands team function and how it fits in overall College• Develops a team spirit• Applies a “can do” approach• Understands impact of own role on wider College functions (and vice versa)
Management
<ul style="list-style-type: none">• Applies their professional expertise to the College• Thinks commercially• Acts as a College ambassador• Delegates fully and effectively• Develops, motivates and engages teams and individuals• Plans resources effectively• Leads by example
Strategic Leadership
<ul style="list-style-type: none">• Champions key direction and strategy• Encourages and demonstrates entrepreneurialism and cross-College working• Encourages a high-performance culture• Understands impact of external changes on the College

VALUE:	INCLUSIVE
COMPETENCY:	Collaboration and Communication
DESCRIPTION:	Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

Support & Delivery
<ul style="list-style-type: none">• Is a team player, open to others' views• Adapts communication style to situation• Keeps others informed and updated• Willing to give and receive feedback• Listens and responds effectively• Values different perspectives
Management
<ul style="list-style-type: none">• Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard• Works with peers to influence effectively and consistently• Deals with conflict between individuals and teams• Works with partners to enhance the reputation of the College• Ensures transparency and credibility• Networks appropriately• Ensures and enables an inclusive culture

Strategic Leadership

- Articulates a shared vision
- Presents in an engaging manner
- Ensures conflict and risk is mitigated
- Champions diversity and values

VALUE: POSITIVE
COMPETENCY: Customer Focus
DESCRIPTION: Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

Support & Delivery

- Answers phones in a timely way
- Understands customer needs, stresses and pressures
- Understands impact of own actions
- Manages own time
- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

Management

- Future-proofs
- Builds relationships
- Equips others to deal with customers
- Sets targets, ensuring they are met
- Ensures customer is aware of relevant College services and products
- Uses knowledge and expertise to ensure customer satisfaction
- Plans for the future to improve services

Strategic Leadership

- Knows competitors
- Addresses external conflict
- Focusses on the long-term
- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

VALUE: FORWARD-THINKING
COMPETENCY: Conceptual Flexibility
DESCRIPTION: Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

Support & Delivery

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things
- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

Management

- Encourages others to find solutions
- Creates an open forum for innovation

- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them
- Maintains personal credibility

Strategic Leadership

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

VALUE: AMBITIOUS
COMPETENCY: Shared Vision
DESCRIPTION: Acts quickly and decisively, seizing opportunities and adding value.

Support & Delivery

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities
- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

Management

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

Strategic Leadership

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature:

Name:

Date: