**Role Profile**

**Job Title:** Information Compliance & Quality Officer  
**School/Department:** Registrars Department (Information Security)  
**Job Family and Level:** Administrative, Professional & Managerial Level 4  
**Contract Status:** Permanent  
**Hours of Work:** Full-time (36.25 hours per week)  
**Location:** University Park  
**Reporting to:** Head of Information Compliance  

**The Purpose of the Role:**  
This is an opportunity to develop a career in the Information Security division within the Registrars department and successfully contribute to the delivery of its goals.

The post holder will work in the Information Compliance team on a broad range of activities; supporting work on Information Compliance themes including logging and responding to Subject Access, Freedom of Information and Environmental Information requests.

Supporting GDPR/DPA 2018 implementation plans and providing Records Management advice and support.

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<th>Main Responsibilities</th>
<th>% time per year</th>
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| **1. Information Compliance**  
To manage a caseload relating to Information Compliance cases (Subject Access, FOI and EIR). Identifying information holders, liaising with senior managers and other University staff as necessary to ensure that responses are complete and accurate and take account of sensitivity of material, risks to reputation for the University and the regulatory framework. Drafting responses in a clear and concise manner, able to advise on exemptions/exceptions and their correct use.  
To develop a FOI disclosure log and identify repeated requests where proactive publication of information may assist.  
To assist with the delivery of training sessions on aspects of Information Compliance, or to provide guidance to teams on difficult requests that they may receive. | 75% |
| **2. GDPR**  
To support the GDPR programme with operational tasks, providing general advice and guidance, escalating complex issues and supporting any data incidents that occur. | 20% |
| **3. Records Management**  
Support good record keeping practices within the Division, and to maintain the teams Information Asset Register in conjunction with the Head of Information Compliance. | 5% |
Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/ Education** | • Degree or equivalent qualification or a proven track record of relevant work experience | • Data Protection Qualification  
• Freedom of Information Qualification |
| **Skills/Training** | • Excellent interpersonal and communication skills (both oral and written) including report writing, drafting and presentation skills  
• Demonstrate ability to take ownership of challenging situations and to function independently as well as part of a team  
• Able to offer clear and practical advice on information related policies and the ability to handle sensitive and confidential issues effectively  
• Competent analytical and problem solving ability  
• Willingness to be flexible and ability to prioritise and to deliver to targets  
• Advanced proficiency in the Microsoft suite and excellent data management. | • Evidence of taking up development opportunities in the work/study environment  
• Web Authoring/O365/Sharepoint experience |
| **Experience** | • Experience of working in a large organisation as part of a team  
• An excellent working knowledge of FOI, EIR, DPA 2018 and GDPR  
• Experience of best practice in good records keeping  
• Experience of managing large workloads, delivering on time and to a high quality | • Familiar with or have worked within High Education |

Scope of the Role

- This role requires the holder to support the University in its Information Compliance programme, in the main by processing Information Access requests in a timely, efficient and accurate way.
- The role will allow the successful candidate an opportunity to gain experience of operational management of more than one process, alongside making suggestions for how to improve and streamline processes.
- The post holder must above all be responsive and flexible and may have an opportunity to work on other projects over time as part of the work of the team.

Informal enquiries may be addressed to Sara Smith email: Sara.J.Smith@nottingham.ac.uk Please note that applications sent directly to this email address will not be accepted.

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