

Response  
to:  
FOI\_164

October 2023

**Job Descriptions – Employee Specifications  
relating to Information Governance/Freedom of  
Information/Data Protection**

Please find attached Job Descriptions and Employee Specifications for posts within the approved structure, relating to - Information Governance/Freedom of Information/Data Protection grades within the Northern Ireland Housing Executive.

## Job Description

Ref No:

Date: ██████████

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**Directorate:** Corporate Services

**Department:** Planning, Performance, Risk and Governance (PPRG)

**Section:** Information Governance

**Job Title:** **Information Governance Manager and DPO**

**Grade:** Level 8

**Reports to:** Assistant Director of Planning, Performance, Risk and Governance

**Location:** Housing Centre, Belfast

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### MAIN PURPOSE

To lead and ensure the effective and efficient delivery of the Information Governance and Assurance function for NIHE function and fulfil the independent role of Data Protection Officer ensuring no conflict of interest.

To contribute, to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

#### Our Vision

*"Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place."*

#### Our Values

##### MAKING A DIFFERENCE

- We strive to make people's lives better
- We put our customers first and deliver right first time
- We build strong partnerships and share great ideas

##### PASSION

- We are professional in all that we do
- We strive for excellence
- We look for new, creative, better ways to do things

##### FAIRNESS

- We treat our customers, staff and partners fairly
- We respect diversity
- We work in an open and transparent way

##### EXPERTISE

- We believe in our people
- We are constantly learning and developing
- We provide strong confident leadership

## **Key Responsibilities:**

1. As the day-to-day senior lead, support the Assistant Director of PPRG, by delivering an effective and efficient information governance and information assurance function for NIHE.
2. To advise on the development of information management and information assurance systems and their effective implementation.
3. To be the NIHE Data Protection Officer and to fulfil this role in accordance with current data protection legislation and without conflict of interest.
4. To provide senior Information Governance advice and support to customers, including management at all levels in NIHE.
5. To work collaboratively with other PPRG managers and ensure effective working relationships between the Information Governance Team and other key stakeholders such as the SIRO, IAO's and IT Services.
6. To effectively manage the Information Governance Team and ensure that they provide the required high quality, consistent advice and support to management and employees and other stakeholders.
7. Develop an Information Governance strategy and advise on its implementation with appropriate supporting policies and procedures.
8. To advise on the development of a robust management and assurance framework for NIHE information in order to ensure compliance with all relevant legislation including Data Protection, Departmental requirements and best practice guidelines.
9. Ensure the effective management of Data Protection, Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests, including the recording, progression, and response to all requests in line with legislative and organisational requirements.
10. To advise on the effective management of records (both physical and electronic) in accordance with legislation and departmental guidelines and ensure that the Disposal of Records Schedule is updated and maintained.
11. To advise on developing records, information management and personal data handling practices across NIHE to ensure compliance with all relevant legislation and good practice guidelines.
12. To be the lead contact on communications from the Information Commissioner's Office (ICO) relating to NIHE's discharge of its responsibilities under the GDPR, Data Protection Act 2018, Freedom of Information Act 2000, Environmental Information Regulations 2004.
13. Ensure the Information Asset Register (IAR) is maintained and associated assurance processes are established across NIHE.

14. To advise on information governance policies and procedures and provide specialist advice on Privacy Notices; Data Protection Impact Assessments; Data Sharing Agreements; and the lawful bases for the use of personal data.
15. Responsible for the investigating and reporting of personal data breaches, as appropriate, to the Information Commissioner, NIHE senior management and Board and DfC and disseminating, as necessary, related learning across NIHE.
16. To monitor and report on compliance with Data Protection, FOI, EIR and other information management legislation and provide accurate and timely information management updates and statistical reports to enable NIHE senior management, Board and other stakeholders to make appropriate and robust decisions.
17. Ensure the provision of learning and development solutions to enable the NIHE staff, management, Board and other stakeholders to discharge responsibilities in respect of Data Protection, FOI, EIR and Information Management legislation.
18. To provide advice and guidance on security and storing of information across NIHE, including where appropriate, consultation with IT Security.
19. To provide advice and guidance on appropriate archiving and transfer of designated historical records in association with Public Records Office Northern Ireland (PRONI) requirements.
20. Develop a regular information governance review and reporting programme across NIHE.
21. To provide advice on appropriate information governance updates on the Corporate Risk Register and implementation of remedial actions.
22. Maintain a database of information governance related information on Gateway e.g. legislation and guidance, accessible to all employees.
23. Maintain an up-to-date knowledge of developments across information management and information assurance and maintain personal CPD.

### **General Responsibilities**

24. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
25. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
26. To ensure continued and effective working relationships with key internal and external stakeholders.

27. To represent the Assistant Director of PPRG as required while ensuring the independent role of DPO.
28. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
29. To comply with and enforce all NIHE frameworks, policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance.
30. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
31. To undertake project work as directed by the Assistant Director of PPRG using the principles of good project management and in line with NIHE practice.
32. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures.
33. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*

## Person Specification

Ref No:

Date:



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**Directorate:** Corporate Services

**Department:** Planning, Performance, Risk and Governance (PPRG)

**Section:** Information Governance

**Job Title:** **Information Governance Manager and DPO**

**Grade:** Level 8

**Reports to:** Assistant Director of Planning, Performance, Risk and Governance

**Location:** Housing Centre, Belfast

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### Experience and Qualifications

#### Essential

Applicants must provide evidence by the closing date for application that they meet the following essential criteria:

1. Possess a degree or equivalent level qualification;
2. Possess a professional qualification in Data Protection such as CIPP/E, CISM, PC.dp or equivalent.
3. Have at least 3 years' relevant management experience providing professional advice and guidance on information governance and data protection matters within a large complex organisation\*.
4. Can demonstrate significant experience in the following functional areas:
  - a) Information governance and Data Protection practice including - Knowledge, understanding and application of current UK Data Protection; FOI; EIR; and Public Records (NI) legislation, compliance and requirements.
  - b) Developing and implementing information governance policies and procedures.
  - c) Developing organisation wide learning and development in respect of data protection and information management.
5. Can demonstrate:
  - A good understanding of public sector corporate governance and information management best practice.
  - A successful track record of effectively influencing internal and external stakeholders in order to improve information governance within an organisation.
6. Can demonstrate:
  - ability to develop and maintain productive working relationships;
  - experience of leading on and delivering change and improvement;

- excellent planning and organisational skills;
- deliver high quality work with excellent attention to detail
- excellent interpersonal and influencing skills.

Candidates may also be assessed against the relevant Senior Leader section of the NIHE Behavioural Framework.

7. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.

### **Desirable Criteria**

1. Possess a professional qualification in Records Management or FOI.
2. Experience of working within local government or the public sector.

\*NIHE employs in excess of 3,200 staff, with 45 sites, and manages a revenue budget of circa £1.2bn.

## Job Description

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services  
**Department:** Legal Services & Information Governance  
**Section:** Information Governance  
**Job Title:** **Freedom of Information Manager**  
**Grade:** Level 7  
**Reports to:** Information Governance Manager / Data Protection Officer  
**Location:** Housing Centre, Belfast

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### MAIN PURPOSE

To lead in the effective and efficient delivery of the Freedom of Information (FOI) and Environmental Information Regulations (EIR) functions and supervise the Records Management (RM) function. To ensure the Housing Executive meets its statutory obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 and to assist in the delivery of a robust information governance framework for the organisation to ensure that it continues to meet its core objectives.

To contribute, to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

### Our Vision

***"Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place."***

### Our Values

#### MAKING A DIFFERENCE

- We strive to make people's lives better
- We put our customers first and deliver right first time
- We build strong partnerships and share great ideas

#### PASSION

- We are professional in all that we do
- We strive for excellence
- We look for new, creative, better ways to do things

#### FAIRNESS

- We treat our customers, staff and partners fairly
- We respect diversity
- We work in an open and transparent way

#### EXPERTISE

- We believe in our people
- We are constantly learning and developing
- We provide strong confident leadership



## **MAIN DUTIES:**

### **Key Responsibilities**

1. As the day-to-day Freedom of Information lead, support the IGM/DPO in the delivery of the information governance function with a focus on FOI and EIR compliance by providing relevant advice and support to all business areas of the Housing Executive.
2. To work collaboratively with other PPRG managers and ensure effective working relationships between the Information Governance Team and other key stakeholders such as the SIRO, IAO's and IT.
3. To develop an understanding of the wider function of the Information Governance Team and provide flexible cover, when required by the IGM/DPO to facilitate support across the Information Governance Team and to assist the Information Governance Senior Advisors (DP) when required.
4. To oversee the effective management of the Housing Executive's corporate records (electronic and paper) from their creation through to their eventual disposal in line with relevant Public Records legislation and best practice.
5. To develop and maintain systems for the management of requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
6. To effectively manage and lead any resources to ensure they provide the required high level of advice, guidance and support to management, employees and other stakeholders.

### **Freedom of Information**

7. To lead in the provision of FOI and EIR policy and procedures and promote compliance with FOI and EIR throughout the organisation.
8. To provide professional advice, guidance and support to staff across the organisation who are involved in the handling of FOI and EIR requests.
9. To prepare management information papers for presentation to Corporate Performance Review Committee, Executive Management Team and Audit Risk and Assurance Committee and provide updates for the CX quarterly assurance statement, when required.
10. To assist in the identification, delivery or sourcing of training for FOI/EIR/RM or the development of advice notes as required to further enhance staff knowledge regarding information governance.
11. To process Internal Reviews (appeals) for FOI and EIR.
12. To liaise with the Information Commissioner's Office in relation to appeals referred externally to that organisation, including detailed investigation and draft response for approval by Legal Services and relevant functional director.
13. To develop and maintain the Publication Scheme as required by Section 19 of the FOI Act, including co-ordination of published content across all NIHE Divisions and

consultation with relevant external stakeholders including the Community Advisory Group and the Information Commissioner.

14. To develop and maintain a FOI 'Disclosure Log' in line with ICO best practice guidelines to publish FOI disclosures that are deemed to have significant public interest.
15. To monitor best practice advice and decision notices issued by the Information Commissioner's Office and the Information Tribunal to develop advice notes, as required, for issue to staff and ensuring NIHE policies and procedures are in line with current case legislation and best practice.
16. To assist with the review and implementation of actions arising from internal and external Information Governance audits.

### **Records Management**

17. To oversee the provision of NIHE Records Management Policy and procedures. Including ensuring the alignment of the Records Management policy and procedures with other NIHE policies.
18. To provide professional advice and guidance regarding the administration of NIHE Records and the Records Management Policy.
19. To oversee project work in relation to records and when required represent the organisations corporate position.
20. To oversee the development and maintenance of the NIHE Retention and Disposal Schedule.
21. To oversee appropriate archiving and transfer of designated historical records in association with Public Records Office Northern Ireland (PRONI) requirements.

### **General**

22. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
23. To provide a high level of internal and external customer service, resolving customer queries and complaints and following issues through to completion, while ensuring timely escalation to IGM/DPO, when required.
24. To ensure continued effective working relationships with key internal and external stakeholders such as the DfC, NIHE Board, Senior Management Team and representative bodies.
25. To represent the Information Governance Manager/DPO as required.
26. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
27. To comply with, and enforce, all NIHE frameworks, policies and procedures, including, but not limited to, those relating to legal requirements such as equality, health and safety and information governance.

28. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
29. To undertake project work as directed by the AD of PPRG, using the principles of good project management and in line with the NIHE approach as detailed by the Programme Management Office.
30. To contribute to the development of the Risk, Governance and Business Continuity strategies as required.
31. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures and to manage and develop staff in line with the NIHE agree performance management framework.
32. To keep up-to-date with latest developments in FOI/EIR/RM best practice and legislation and maintain personal CPD.
33. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.
34. Officers may be required to travel and attend meetings within the Belfast, South and North Regions.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*

## Person Specification

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services  
**Department:** Legal Services & Information Governance  
**Section:** Information Governance  
**Job Title:** **Freedom of Information Manager**  
**Grade:** Level 7  
**Reports to:** Information Governance Manager/DPO  
**Location:** Housing Centre, Belfast

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### Experience and Qualifications

#### Essential

Applicants must provide evidence by the closing date for application that they meet the following essential criteria:

1. Possess a degree or equivalent level qualification.
2. Possess, or be prepared to work towards, a professional qualification in Freedom of Information such as British Computer Society (BCS) Practitioner Certificate in FOI, or PDP PC.foi or equivalent.
3. Have at least 3 years' experience providing professional advice and guidance on Information Governance matters, including Freedom of Information.
4. Can demonstrate experience in Information Governance including FOI and EIR in the following areas:
  - a. Experience of ensuring effective management of FOI and EIR and monitoring compliance against policy.
  - b. Developing and maintaining information governance policies and procedures
  - c. Knowledge and understanding of records management and how the principles of such apply to a large complex organisation.
  - d. Experience of analysing, interpreting and reporting on a range of information governance data for use by senior management.
5. Can demonstrate: *(to be assessed at assessment/interview)*
  - Excellent planning and organisational skills.
  - Ability to work accurately under pressure of multiple deadlines.
  - Strong interpersonal and influencing skills.
  - Strong customer orientation.
  - Excellent attention to detail.

Candidates may also be assessed against the relevant section of the NIHE Behavioural Framework.

6. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.

#### **Desirable Criteria**

1. Possess a professional qualification in Freedom of Information such as British Computer Society (BCS) Practitioner Certificate in FOI, or PDP PC.foi or equivalent.
2. Providing professional advice and guidance to a range of stakeholders regarding FOI and EIR compliance requirements including facilitating workshops and training sessions.
3. Can demonstrate experience of successfully leading in FOI in the context of the public sector governance framework in a large diverse organisation\*.
4. Possess a professional qualification and experience of working in the wider Information Governance area including data protection and records management.

\* Note: NIHE employs in excess of 3,200 staff and manages a revenue budget of circa £1.2bn.

**Please note: that in addition to this post, offers of a similar role may be made from the Reserve List.**

# Job Description

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services  
**Department:** Legal Services and Information Governance  
**Section:** Information Governance  
**Job Title:** **Senior Information Governance Advisor (Data Protection)**  
**Grade:** Level 6  
**Reports to:** Information Governance Manager / Data Protection Officer  
**Location:** Housing Centre, Belfast

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## MAIN PURPOSE

To assist in the effective and efficient delivery of the Data Protection (DP) function, ensuring the Housing Executive meets its statutory obligations under the UK GDPR and Data Protection Act 2018.

To contribute, to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

## Our Vision

***"Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place."***

## Our Values

### MAKING A DIFFERENCE

- We strive to make people's lives better
- We put our customers first and deliver right first time
- We build strong partnerships and share great ideas

### PASSION

- We are professional in all that we do
- We strive for excellence
- We look for new, creative, better ways to do things

### FAIRNESS

- We treat our customers, staff and partners fairly
- We respect diversity
- We work in an open and transparent way

### EXPERTISE

- We believe in our people
- We are constantly learning and developing
- We provide strong confident leadership

## Key Responsibilities

1. To act as the day-to-day Data Protection support to the IGM/DPO in the delivery of the information governance function with a focus on DP compliance.
2. To provide advice and support to all business areas of the Housing Executive in relation to DP.
3. To assist in monitoring and reporting on compliance with UK GDPR and DPA 2018. To monitor best practice advice and decision notices issued by the Information Commissioner's Office (ICO) to develop advice notes, as required, for issue to staff.
4. To assess personal data breaches and notify the ICO when appropriate.
5. To develop and maintain systems for the management of personal data breaches under data protection legislation.
6. To provide advice on data protection impact assessments and in the development of data sharing agreements.
7. To develop and maintain systems for the management of requests for information under data protection legislation.
8. To manage organisational responses to Broad Subject Access Requests.
9. To respond to enquiries/complaints (in relation to DP) from data subjects, officers and members of the public.
10. To process Internal Reviews (appeals) for DP.
11. To work collaboratively within the Information Governance Team and with other key stakeholders such as the Senior Information Risk Officer (SIRO), Information Asset Owners (IAOs) and IT Services.
12. To provide professional advice and guidance to senior management, liaison with Legal Services and the Information Commissioner's Office in complex cases and assist in informing and advising the Housing Executive and its officers on their obligations to comply with UK GDPR and DPA 2018.
13. To prepare management information papers for presentation to Corporate Performance Review Committee, Executive Management Team and Audit Risk and Assurance Committee and provide updates for the CX quarterly assurance statement, when required.

14. To assist in preparing and co-ordinating a Data Protection Strategy and Work Programme to include:
  - Review and update of Data Protection Policy;
  - Review and update of Privacy Notice;
  - Review and update of Disposal of Records Schedule;
  - Review and update of Information Asset Register;
  - Review and update of application forms, communication and information material to reflect applicable data protection legislation.
15. To develop an understanding of the wider function of the Information Governance Team and provide flexible cover, when required by the IGM/DPO to facilitate support across the Information Governance Team and to assist the Information Governance Senior Advisor (FOI) and Records Manager when required.
16. To provide advice on new and current Housing Executive policies to ensure they comply with UK GDPR and DPA 2018
17. To assist in the identification, delivery or sourcing of training including the review and maintenance of the mandatory DP E-Learning module to further enhance staff knowledge regarding information governance.
18. To assist in any other duties that the Housing Executive or the IGM/DPO may require to ensure that the processing of personal data is carried out in a legally compliant manner including the support of staff as may appear appropriate or necessary.
19. To assist in providing advice on appropriate data protection updates on the Corporate Risk Register and implementation of remedial actions.
20. To maintain a database of data protection related information and guidance, accessible to all employees, through Gateway, the Housing Executive's intranet.
21. To maintain an up-to-date knowledge of developments across data protection and maintain personal CPD.
22. To assist with the review and implementation of actions arising from internal and external Information Governance audits.
23. To prepare DP Advice Notes (DPANs), Staff News and other communications to advise all staff of their DP responsibilities.
24. Officers may be required to travel and attend meetings within the Belfast, South and North Regions.



## General

25. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
26. To provide a high level of internal and external customer service, resolving customer queries and complaints and following issues through to completion, while ensuring timely escalation to IGM/DPO, when required.
27. To ensure continued effective working relationships with key internal and external stakeholders such as the DfC, NIHE Board, Senior Management Team and representative bodies.
28. To represent the Information Governance Manager/DPO as required.
29. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
30. To comply with, and enforce, all NIHE frameworks, policies and procedures, including, but not limited to, those relating to legal requirements such as equality, health and safety and information governance.
31. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
32. To undertake project work as directed by the Head of Legal Services and Information Governance, using the principles of good project management and in line with the NIHE approach as detailed by the Programme Management Office.
33. To contribute to the development of the Risk, Governance and Business Continuity strategies as required.
34. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures. And to manage and develop staff in line with the NIHE agree performance management framework.
35. To keep up to date with latest developments in Information Governance best practice and legislation.
36. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*

# Person Specification

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services

**Department:** Legal Services and Information Governance

**Section:** Information Governance

**Job Title:** **Senior Information Governance Advisor (Data Protection)**

**Grade:** Level 6

**Reports to:** Information Governance Manager / Data Protection Officer

**Location:** Housing Centre, Belfast

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## Experience and Qualifications

Applicants must provide evidence by the closing date for application that they meet the following essential criteria:

1. Possess, or be prepared to work towards, a professional qualification in Data Protection such as Certified Information Privacy Professional Europe (CIPP/E), Certified Information Security Manager, Practitioner Certificate in DP (PC.dp GDPR) or equivalent.
2. Have at least 2 years' experience of working in an administrative environment, including experience of involvement in issues related to Information Governance.
3. Can demonstrate a good understanding of the legal framework in which Data Protection is managed, and its application in the Housing Executive (*To be assessed at Interview*)
4. Can demonstrate experience of providing advice and guidance in relation to policies and procedures
5. Can demonstrate: (*To be assessed at Interview*)
  - Excellent planning and organisational skills.
  - Ability to work accurately under pressure and to multiple deadlines.
  - Strong interpersonal and influencing skills.
  - Strong customer orientation.
  - Excellent attention to detail.

Candidates may also be assessed against the relevant section of the NIHE Behavioural Framework.

6. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.

### **Desirable Criteria**

1. Can demonstrate:

- Experience of dealing with issues related to personal data breaches and data privacy.
- A good understanding of the requirement for Data Protection Impact Assessments (DPIA) to assess identified risks from a personal data perspective;
- Can demonstrate experience of working in FOI/EIR and/or Records Management.

**Please note: that in addition to this post, offers of a similar role may be made from the Reserve List.**

## Job Description

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services

**Department:** Planning, Performance, Risk and Governance (PPRG)

**Section:** Information Governance

**Job Title:** Information Governance Advisor

**Grade:** Level 5

**Reports to:** Senior Information Governance Advisors

**Location:** Housing Centre, Belfast

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### MAIN PURPOSE

The Information Governance Advisor will work collaboratively to provide a service to customers, to ensure that the Information Governance team is able to effectively support the business in meeting its statutory obligations under the relevant information governance legislation.

To contribute, to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

### Our Vision

***“Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place.”***

### Our Values

#### MAKING A DIFFERENCE

- We strive to make people’s lives better
- We put our customers first and deliver right first time
- We build strong partnerships and share great ideas

#### PASSION

- We are professional in all that we do
- We strive for excellence
- We look for new, creative, better ways to do things

#### FAIRNESS

- We treat our customers, staff and partners fairly
- We respect diversity
- We work in an open and transparent way

#### EXPERTISE

- We believe in our people
- We are constantly learning and developing
- We provide strong confident leadership

## **Key Responsibilities**

1. To assist with day-to-day information governance issues and requests focusing on either Freedom of Information (FOI) and Records Management (RM), or Data Protection (DP), supporting the Information Governance Manager/Data Protection Officer (IGM/DPO) in the delivery of the information governance function by providing relevant advice and support to all business areas of the Housing Executive.
2. To maintain systems for the management of requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, or under the UK GDPR / Data Protection Act 2018.
3. To provide advice, guidance and support to management, employees and other stakeholders.
4. To work collaboratively within the Information Governance Team and with other key stakeholders such as the Senior Information Risk Officer (SIRO), Information Asset Owners (IAOs) and IT Services.
5. Postholders will be assigned a role with a focus either on Freedom of Information and Records Management, or Data Protection, but will be expected to provide support across both areas.

## **Main Duties**

6. To assist with the development and maintenance of FOI, EIR and RM, or DP policies and procedures and promote compliance with these policies and procedures throughout the organisation.
7. To provide advice, guidance and support to staff across the organisation who are involved in the handling of FOI, EIR and RM or DP requests.
8. To prepare draft management information papers and reports for presentation to Corporate Performance Review Committee, Executive Management Team and Audit and Risk Assurance Committee and provide updates for the CEO quarterly assurance statement, when required.
9. To prepare draft advice notes as required furthering the enhancement of staff knowledge regarding information governance.
10. To assist with processing Internal Reviews (appeals) for FOI and EIR or DP.
11. To prepare draft correspondence with the Information Commissioner's Office in relation to DP or FOI complaints or appeals referred externally to the ICO.

## **Freedom of Information**

12. To liaise with the Corporate Records Management Project team in relation to the implementation of the Records NI EDRMS across the organisation. This will involve engagement with business stakeholders and working with external suppliers.
13. To assist with maintaining the Publication Scheme as required by Section 19 of the FOI Act, including co-ordination of published content across all NIHE Divisions and consultation with relevant external stakeholders including the Community Advisory Group and the Information Commissioner.
14. To draft a FOI 'Disclosure Log' in line with ICO best practice guidelines to publish FOI disclosures which are deemed to have significant public interest.
15. To prepare draft responses for actions arising from internal and external Information Governance audits.
16. To assist in managing and administering the NIHE Records NI (RNI) EDRMS system.
17. To assist in the review of management reports on the operation of the RNI corporate file plan and other Housing Executive content storage areas (paper and electronic) as required.
18. To draft responses to records management enquiries including the disposal of redundant manual records and transfer of records to PRONI.
19. To assist with the development and delivery of records management training and awareness as required.

### **Data Protection**

20. To manage the data protection inbox and update the DP work schedule accordingly.
21. To assist in the processing of Personal Data Breach Report forms.
22. To draft responses to broad Data Subject Access Requests.
23. To assist in providing advice and guidance on DP enquiries.
24. To manage filing of DP records in the NIHE Records NI (RNI) EDRMS system.
25. To prepare draft responses to actions arising from internal and external Information Governance audits.
26. To assist with the development and delivery of DP training and awareness as required.

**General:**

27. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
28. To provide a high level of internal and external customer service, resolving customer queries and complaints and following issues through to completion.
29. To ensure continued effective working relationships with key internal and external stakeholders such as the DfC, NIHE Board, Senior Management Team and representative bodies.
30. To represent the FOI Manager, Records Manager or Senior Information Governance Advisors as required.
31. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
32. To comply with, and enforce, all NIHE frameworks, policies and procedures, including, but not limited to, those relating to legal requirements such as equality, health and safety and information governance.
33. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
34. To undertake project work as directed by the AD of PPRG, using the principles of good project management and in line with the NIHE approach as detailed by the Programme Management Office.
35. To contribute to the development of governance strategies as required.
36. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures. And to manage and develop staff in line with the NIHE agree performance management framework
37. To keep up to date with latest developments in secretariat and governance, best practice and legislation.
38. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*

# Person Specification

Ref No: [REDACTED]

Date: [REDACTED]

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**Directorate:** Corporate Services

**Department:** Planning, Performance, Risk and Governance (PPRG)

**Section:** Information Governance

**Job Title:** **Information Governance Advisor**

**Grade:** Level 5

**Reports to:** Senior Information Governance Advisors

**Location:** Housing Centre, Belfast

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## Experience and Qualifications

Applicants must provide evidence by the closing date for application that they meet the following essential criteria:

1. (i) Possess a degree or equivalent level qualification and have a minimum of 1 year's relevant experience of working in an administrative environment

OR

- (ii) Possess a HND or equivalent Level 5 qualification and have a minimum of 2 years' relevant experience of working in an administrative environment

2. Can demonstrate relevant experience in the following areas:
  - a) Working as part of a team to provide professional advice and guidance on policy and procedures;
  - b) Experience of analysing data from a range of functions and reporting on trends and compliance.
3. Can demonstrate
  - an understanding of FOI, EIR and RM or DP requirements
  - competence in the use of MS Office (Word and Excel).
4. Can demonstrate
  - Excellent planning and organisational skills;
  - Ability to work accurately under pressure to meet deadlines;
  - Excellent interpersonal and communication skills;
  - Excellent attention to detail.



Candidates may also be assessed against the relevant section of the NIHE Behavioural Framework.

5. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full.

### **Desirable**

1. Can demonstrate an understanding of the broader Information Governance function.
2. Possess a professional qualification in Information Governance, e.g. Practitioner Certificate in DP or FOI such as Certified Information Privacy Professional Europe (CIPP/E), Certified Information Security Manager (CISM), Practitioner Certificate in Data Protection (PC.dp GDPR), British Computer Society Practitioner Certificate in FOI, PC.foi or equivalent
3. Can demonstrate experience of the provision of advice and guidance on Information Governance issues to a range of stakeholders

**Please note: that in addition to this post, offers of a similar role may be made from the Reserve List.**

## Job Description

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<b>Directorate:</b>	Corporate Services
<b>Dept:</b>	Legal Services
<b>Section:</b>	Information Governance
<b>Job Title:</b>	<b>Records Manager</b>
<b>Grade:</b>	Level 6
<b>Reports to:</b>	Freedom of Information Manager
<b>Location:</b>	Housing Centre, Belfast

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### MAIN PURPOSE

The Records Manager is responsible for the effective and appropriate management of the Housing Executive's corporate records, from their creation through to their eventual disposal, in line with relevant Public Records legislation and best practice.

The post holder will also be a key member of the project team delivering implementation of the Records NI Electronic Data Records Management System across the Housing Executive.

To contribute to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

### Our Vision

*"Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place."*

### Our Values

#### MAKING A DIFFERENCE

- We strive to make people's lives better
- We put our customers first and deliver right first time
- We build strong partnerships and share great ideas

#### PASSION

- We are professional in all that we do
- We strive for excellence
- We look for new, creative, better ways to do things

#### FAIRNESS

- We treat our customers, staff and partners fairly
- We respect diversity
- We work in an open and transparent way

#### EXPERTISE

- We believe in our people
- We are constantly learning and developing
- We provide strong confident leadership

## **Key Responsibilities**

1. To effectively manage the Housing Executive's corporate records (electronic and paper) from their creation through to their eventual disposal in line with relevant Public Records legislation and best practice.
2. To ensure the preservation of the organisation's corporate memory and heritage, including liaison with the Public Records Office NI on transfer of appropriate records.
3. To advise on complex legal and regulatory issues, often involving judgements in areas such as the Freedom of Information and Data Protection Acts, UK General Data Protection Regulation (UK GDPR) and other relevant legislation in consultation with other Information Governance staff.

## **Records Management**

4. To participate in the Corporate Records Management Project team for the implementation of the Records NI EDRMS across the organisation. This will involve engagement with business stakeholders and working with external suppliers for the following:
  - Review and update of Housing Executive Disposal Schedule for each Directorate and business function, including required PRONI and Departmental approvals
  - Maintenance of Corporate File Plan configuration including Retention/ Disposal rules and security permissions
  - Design and delivery of training content for RNI implementation.
5. To manage and administer the NIHE Records NI (RNI) EDRMS system:
  - Overview of RNI Security
  - Authorise amendments to the NIHE file plan including the application of R&D schedules
  - Authorise new RNI Record Types
  - Creating and running RNI Records Management Reports.
  - Maintaining RNI retention and disposal schedules
  - Co-ordinating the regular review and destruction of records in line with authorised disposal
  - Ongoing liaison with IT Support team regarding desktop housekeeping policies to ensure alignment with Housing Executive Records Management policies and procedures, organisation Disposal Schedules and RNI configuration.
6. To review management reports on the operation of the RNI corporate file plan and other Housing Executive content storage areas (paper and electronic) as required.

7. To assist with the development, maintenance and communication of Housing Executive Records Management policies and procedures.
8. To provide advice and guidance on records management enquiries including the disposal of redundant manual records and transfer to PRONI of records designated as having long-term historical or research value.
9. To assist with the development and delivery of records management training and awareness as required, including e-learning training content for induction of new staff and ongoing staff refresher training.
10. To promote the re-use of public sector information and open data where appropriate.
11. To ensure compliance with the Government Protective Marking Scheme (GPMS).

### **Information Governance**

12. To work with the Housing Executive Senior Information Risk Owner (SIRO) and Information Asset Owners (IAOs) across the organisation as well as Housing Executive RNI System Administrators to ensure adherence to Records Management policy.
13. Contribute to the on-going development of the information governance roles and processes within the organisation.
14. To assist the FOI Manager, in providing advice and guidance with FOI enquiries, as required.
15. To assist the DPO, in providing advice and guidance with DP enquiries, as required.

### **General**

16. To comply with and enforce all NIHE frameworks, policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance.
17. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE
18. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
19. To ensure continued and effective working relationships with key internal and external stakeholders.

20. To represent the FOI Manager as required and provide support and cover for the other members of the Information Governance team to ensure resilience as far as practicable.
21. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
22. To undertake project work as required using the principles of good project management and in line with NIHE practice.
23. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*

## Person Specification

**Ref No:**

**Date:**

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**Directorate:** Corporate Services

**Dept:** Legal Services

**Section:** Information Governance

**Job Title:** **Records Manager**

**Grade:** Level 6

**Reports to:** Freedom of Information Manager

**Location:** Housing Centre, Belfast

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### Experience and Qualifications

#### Essential

Applicants must provide evidence that they meet the following essential criteria:

1. Possess a Degree or equivalent level qualification (Level 6\*).  
\* See qualifications framework
2. Have at least 2 years' experience in an Information Governance role, which must include records management.
3. Can demonstrate a comprehensive understanding of the legislative framework and best practice concerning information governance and records management.
4. Can demonstrate significant experience in 3 of the following 4 areas:
  - Administering an Electronic Document and Records Management system
  - Administering an Information Asset Register
  - Experience of interpreting information governance/public records legislation and developing appropriate policies to ensure compliance with the same.
  - Experience of working in a project environment and meeting challenging project timescales

5. Can demonstrate:

- Excellent planning and organisational skills
- Excellent attention to detail
- Ability to work accurately under pressure to multiple deadlines
- Strong interpersonal and influencing skills

6. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full

**Desirable**

1. Membership of the Information & Records Management Society, (IRMS)