



<b>Role Title</b>	Data and Information Governance Manager	<b>Reporting to</b>	Head of Data and Information
<b>Section</b>	Information Management	<b>District/Department</b>	Digital Policing
<b>Tenure</b>		<b>Rank/Grade</b>	POC

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	<p>Responsible for the effective and efficient management and development of customer focused Data and Information Governance function (including Data Protection Accountability requirements and equivalent, and the national Policing Digital and Data Strategy) in order to ensure effective governance and processing of data and information in line with relevant legislation, guidance and standards. To improve the management of data as a core asset.</p> <p>Responsible for the development and implementation of policies and strategies which, in line with legislation and national standards, also develop service provision and standards to support corporate and departmental business plans.</p>
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.</li><li>3. Support the Head of Data and Information, deputising where necessary, in the development and driving of the overall WYP Data and Information Strategy, and particularly in respect of Data and Information Governance; keep up to date with, and interpret, changes to relevant national guidance and best practice, assessing the risks, benefits and opportunities.</li><li>4. To develop and maintain an effective management and performance framework, data, and documentation for the purposes of accountability, reporting, problem and issue resolution, continuous improvement, and the promotion of the use of data as a strategic asset, including performance, business and data analysis.</li><li>5. Build and maintain effective networks and relationships within the police service, public and private partners, and the professional community, representing the organisation at national, regional and local forums, conferences and meetings.</li><li>6. Produce, review, implement, manage and monitor compliance with a proportionate, efficient and effective Data and Information Governance framework, ensuring documentation, oversight and accountability are in place relating to effective policies, procedures, contracts, register of processing activity, security measures and data breaches, Data Protection impact assessments, privacy by design and default, data and information compliance requirements. Manage network of data owners, stewards and custodians.</li><li>7. Manage the provision of Data and Information Governance services to the force: Expert advice and guidance; Audit; Performance monitoring and reporting; Training and awareness; Data modelling; Data Registers and catalogues, Data Protection Impact Assessments (Projects, New technologies and systems, Policies, Procurements, Collaborations). Working alongside Information Management Subject Matter Experts.</li><li>8. To ensure the identification, assessment, treatment, mitigation and escalation of information risk, linking with the Data and Information Assurance Manager.</li><li>9. Lead the Data and Information Governance team in the definition, assesment and achievement of measurable improvements/continuous improvement in Data and Information governance throughout force, reporting on business benefits and continuous improvement.</li><li>10. To lead on the development, coordination and delivery of a performance, business and a data analysis Data Literacy Programme, with a relevant data and information training needs analysis, training programme and awareness initiatives, supporting operational delivery and business needs. Linking in with key force departments such as Learning and Development and Corporate Communications.</li></ol>

11. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Directly responsible for a small, expert team
- Force lead and subject matter expert – Data and Information Governance Management to the force, public and partners, locally, regionally and nationally
- Member of strategic and tactical governance boards, programme and project boards, including Policing Data and Information chaired by DCC as Senior Information Risk Owner.
- Works to support senior leaders and 8000+ officers and staff to ensure data and information governance, delivery of continuous organisational improvement and to improve Data Protection compliance, subject to monetary penalties of up to £17m per annum

**Work/Business contacts**

**Internal:** Police Officers and Police Staff at various levels in Districts and Departments, Chief Officer Team, Directors, Heads of Departments, District Commanders, Staff Associations and Trade Union Officials, RSSS, NPAS, NCTPHQ

**External:** Public, Independent Advisory Groups, WYCA Mayor's Office and Police and Crime team, other forces and law enforcement partners (NCA, Borders,) , NPCC, Information Commissioners Office, HMICFRS, Partner agencies (Local Authorities, Health, Fire), contractors and suppliers, external consultants

**Expertise in Role Required (At selection - Level 1)**

**Essential or Desirable**

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|--|-----------|
| • Degree or equivalent qualification in a relevant Data and Information Governance subject, specialist qualification in this area or proven recent relevant experience in an organisation of similar size and nature | Essential |
| • Proven expert knowledge and experience of Data and Information Governance and Assurance legislation, standards and best practice   | Essential |
| • A relevant management qualification, or relevant recent experience in managing, leading and motivating staff   | Essential |
| • Extensive experience of writing detailed reports at a senior management level  | Essential |
| • Extensive experience of the development and implementation of policies and procedures organisation wide  | Essential |
| • Excellent proven communication and stakeholder management skills up to and including at a senior level   | Desirable |
| • Has knowledge and experience of managing successful projects   | Desirable |

**Other (Physical, mobility, local conditions)**

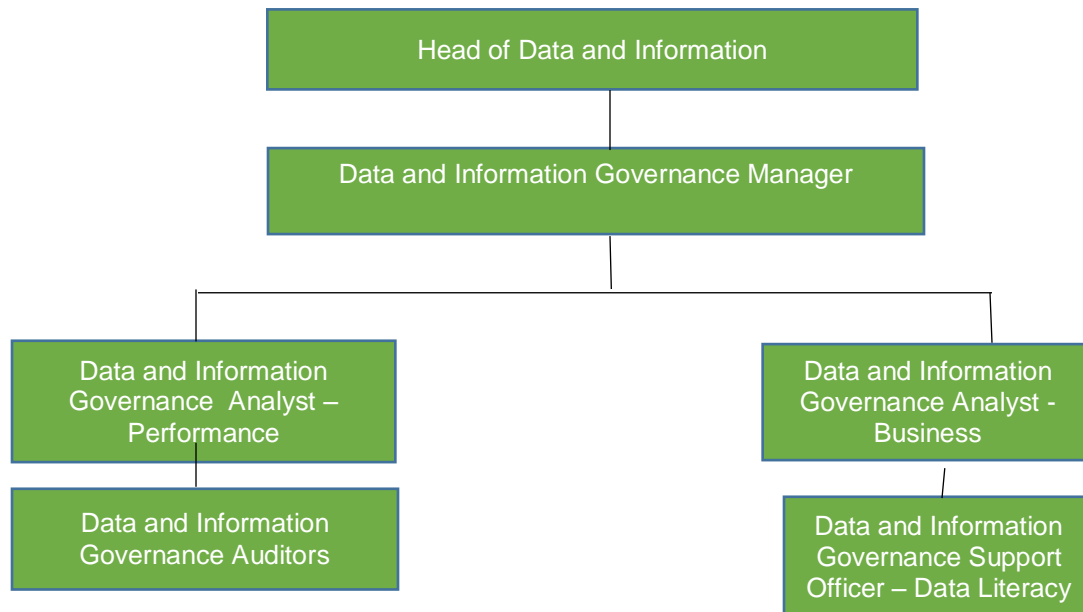
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|---|-----------|
| • Has a full current UK/European driving licence or has the ability and willingness to travel for business purposes | Essential |
| • Prepared to work flexible hours to suit the requirements of the department  | Essential |

**Expertise in Role - After initial development - Level 2**

- Up to date expert knowledge in the specialist business area, alongside a detailed knowledge of the organisational infrastructure; and data assets and their value/criticality
- Experience of successfully implementing and maintaining data and information governance framework and services within a policing context that supports operational service delivery
- Has developed a team that is effective

- Has established a network and working relationships with key stakeholders and customers
- Proven experience of influencing decisions at senior level
- Has a good understanding and appreciation of related data and information related disciplines, and how they apply in a policing context

## Structure



## PART B – COMPETENCIES & VALUES

### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

Level 2- Supervisor/Middle Manager

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Is recognised as an expert in the specialist business area
- Maintains a mature, high quality data and information governance framework within a policing context that supports operational service delivery
- Has developed a successful team that is customer and data focussed, performance driven and effectively supports operational policing.
- Has established an extensive and mature network and professional relationships with key stakeholders and customers and is well established in representing the Force at local and regional levels in the specialism
- Has proven experience of advising and influencing on significant force level issues
- Has an excellent understanding and appreciation of data and information governance related disciplines, and how they apply in a policing context

## PART D - ACCESS & VETTING

Standard IT Access

Default

<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to Police Buildings where based
<b><i>Vetting Level</i></b>	Management
<b><i>Date accepted as a role profile</i></b>	10 <sup>th</sup> May 2022