

Delivering for Excellence

Information Compliance Officer, Grade 4

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Assisting in the development of policies and guidance to reflect changes to legislative and regulatory requirements, leading the response to constitutional changes
- Handling all aspects of requests received by the Scottish Parliament under freedom of information and data protection and deputise for the Head of Information Governance and Data Protection Officer
- Preparing compliance reports for management purposes, quarterly reporting of statistics to the Scottish Information Commissioner and co-ordination of publication of freedom of information responses on our website

And in delivering these you will have:

- The ability to produce guidance and policies that reflect legislative and regulatory requirements
- The skills and experience to review and lead organisational process to ensure compliance with UK GDPR and the Data Protection Act
- Strong organisational skills to manage competing priorities, to ensure compliance with all statutory deadlines

Excellence

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Providing high quality, bespoke responses to all aspects of requests received under freedom of information and data protection in terms of the technical requirements set out in the Freedom of Information (Scotland) Act and the Data Protection Act
- Handling all enquiries relating to copyright, re-use of public sector information and open data in terms of the Scottish Parliament Copyright Licence and the applicable legislative provisions
- Working with a wide range of stakeholders including the provision of advice to MSPs to enable them to fulfil their responsibilities in relation to information governance; working with Officeholders supported by the SPCB and with Parliamentary staff

And in delivering these you will have:

- Extensive technical knowledge and expertise in information governance including data protection, freedom of information and copyright
- The ability to deliver all aspects of freedom of information management including co-ordination of responses to freedom of information requests, reviews and appeals and the expertise to research gaps in your knowledge
- A Commitment to impartiality, and the ability to work impartially with a wide range of people, advising and assisting them with their information governance

Respect

Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Establishing effective relationships to enable you to work closely with colleagues to deliver high quality services
- Maintaining and developing information governance online training content and delivering face to face training and guidance to ensure compliance with UK GDPR and the Data Protection Act
- Embedding a culture of respect that promotes appropriate behaviour and challenges inappropriate behaviour

And in delivering these you will have:

- Well-developed interpersonal skills and the ability to develop meaningful relationships with colleagues in your organisation, to help define and develop shared goals and priorities
- The skills and expertise to train, mentor and coach colleagues to build their knowledge of UK GDPR and the Data Protection Act
- A commitment to equality, diversity and tackling exclusion including showing respect for colleagues' expertise, skills, experience and knowledge and valuing their strengths and contribution

Inclusiveness

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Providing routine freedom of information, copyright and data protection performance reporting to management groups and external regulators
- Working with Parliamentary staff, MSPs and external partners to produce work to tight deadlines
- Liaising with all Offices of The Scottish Parliament to ensure information governance is achieved

And in delivering these you will have:

- Confident communication skills with the ability to explain technical requirements in an understandable and succinct way in management reports and external regulatory reports, to a diverse range of people, at different levels within the organisation
- Influencing skills to successfully negotiate with stakeholders at all levels across the organisation to reach consensus to deadline
- Experience of working collaboratively across different groups, to embed information governance, demonstrating an inclusive approach that encourages constructive discussion and participative decision making