

JOB DESCRIPTION

POST TITLE:	ICT & Information Governance Specialist
POST NUMBER:	IT27
GRADE:	H
RESPONSIBLE TO:	ICT Operations Manager
RESPONSIBLE FOR:	N/A
LIAISON WITH:	Information Governance colleagues; service managers; system owners; ICT users; elected Members; external contractors, suppliers, and partner organisations, as necessary.

KEY CORPORATE ACCOUNTABILITIES:

1. To support ICT and Information Management teams in meeting the Council's corporate aims and objectives.
2. To contribute to safe, effective, and compliant digital transformation across the Council.
3. To promote good information governance, cyber resilience, risk management, and assurance practice across services.
4. To help ensure the Council is prepared for Local Government Reorganisation digital and information governance requirements, including Day 1 readiness activity.

KEY SERVICE ACCOUNTABILITIES

1. Support Cyber Assessment Framework (CAF) improvement actions and cyber resilience initiatives.
2. Coordinate implementation of ICT and information governance recommendations.
3. Develop governance processes, standards, procedures, and controls.
4. Support implementation of data classification, retention, disposal, and records management policies.
5. Develop reporting dashboards for cyber security, audit actions, compliance, and information governance performance.
6. Support FOI, EIR, SAR, and data protection process improvement.
7. Assist with risk assessment, mitigation planning, and assurance activities.
8. Support LGR digital workstream activities including systems baselining, information governance, risk management, and readiness planning.
9. Deliver guidance, training, and awareness activities for staff.
10. Work with suppliers, system owners, and service managers to improve governance and compliance.
11. Project change experience to identify and lead prioritisation of M365 development and deliver on time and efficiently.

SOFTWARE COPYRIGHT

Where the postholder develops, alters, or otherwise amends computer software or programs with which he/she comes into contact in the course of his/her employment, any copyright in such software or programs coming into existence by reason of such development or amendment shall become the property of and vest in Mid Devon District Council. Intellectual copyright shall remain with the author.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to the Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

ICT & Information Governance Specialist

Criteria	Essential	Desirable
Qualifications and Experience	• Minimum of 12 months experience of M365 data ownership • Knowledge of UK GDPR, Data Protection, FOI/EIR, and records management principles • Experience with Microsoft 365, Purview, SharePoint, and information management tooling • Experience delivering improvement programmes, governance activities, or audit actions.	• Experience in local government • Knowledge of CAF, Cyber Essentials, PSN or related frameworks • Experience supporting large transformation programmes • Understanding of industry best practice of System Data Assurance, standards, and methodologies
Skills	• Ability to analyse risks and develop practical solutions • Excellent written and verbal communication skills • Ability to work collaboratively across technical and non-technical teams • Ability to develop clear guidance, procedures, dashboards, and management information	• Ability to translate technical, information governance and risk issues into practical service actions • Experience supporting staff awareness, training or change activities
Personal Attributes / Behaviours	• Customer focused • Collaborative • Accountable • Professional • Delivery focused	• Experience of working with senior managers, service managers, and external partners
Special Requirements	• Ability to travel around Devon area when required • Ability to work outside normal hours when appropriate	• Flexibility to support LGR, audit, cyber resilience or incident-related activity when required