

### **Information Assurance Officer - Band 3**

This role is being recruited to under the Project Officer Job Description attached and will be managed by the Divisional Head of Corporate Services to bring the Probation Services in line with General Data Protection Regulations (GDPR) legislation in relation to Information Sharing. This will require collaboration with divisional Local Information Managers (LIM's), Cluster Heads of Service, Operational Managers and will involve partnership working.

#### **The Role:**

- To develop an in-depth knowledge of Information Sharing and the requirements of the legislation.
- Understand where the division is failing to meet the legislation and communicate findings to Heads of Service and PDD's.
- Support divisions to ensure that Information Sharing Agreements are in place in every case where information is shared including providing advice and guidance, liaising with partner organisations and drafting ISA documents on behalf of Heads of Service.
- Ensure that Information Sharing Agreement registers are maintained.
- Ensure that Information Sharing Agreements are reviewed within specified timescales.
- Quality assure Information Sharing Agreements ensuring that they meet the requirements within the legislation and are on the correct template.
- Supporting LIM's in relation to providing information regarding Information Sharing Agreements for the annual compliance statement.
- Collaborate with MOJ Digital and technology to cascade knowledge in relation to Information Sharing throughout the organisation.
- Work with the EQUIP process map owner for Information Sharing Agreements to create a process map.

#### **Pre-requisites to appointment:**

##### **Preferable:**

1. Experience of working in or with the Probation Service.
2. Awareness and understanding of the Probation Instructions in relation to Information Sharing and Information Assurance within the PS.
3. Prior knowledge/experience of partnership working.

##### **Essential:**

4. An understanding of the Probation Service and its key partners.
5. Experience of influencing people and delivering change.