

## PERSON SPECIFICATION

### Post Title: Information Governance Lead

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
<b>Education, Qualifications and Training</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Qualified to degree level or equivalent in a relevant discipline</li> </ul>	✓		✓
		<ul style="list-style-type: none"> <li>Evidence of relevant Continuous Professional Development</li> </ul>	✓		✓
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Willingness to work towards the BCS Certificate in Data Protection</li> </ul>			✓
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Experience of working in an information governance context</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Experience of building information governance into digital and management information systems</li> </ul>			✓
		<ul style="list-style-type: none"> <li>Experienced records manager</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Experience of complaint handling</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Demonstrable line management experience</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Demonstrable project management and leadership experience including effective use of project management tools.</li> </ul>	✓		✓
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience of effectively working alongside paid staff and volunteers and a good understanding of the differences between the two groups.</li> </ul>	✓		✓
		<ul style="list-style-type: none"> <li>Volunteering for a national organisation</li> </ul>	✓		✓
		<ul style="list-style-type: none"> <li>Working in a national organisation</li> </ul>	✓		✓
<ul style="list-style-type: none"> <li>Working in the public or third/voluntary sector</li> </ul>		✓		✓	
		<ul style="list-style-type: none"> <li>Working in an NDPB</li> </ul>	✓		✓

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Skills, Knowledge and Aptitudes	Essential				
		<ul style="list-style-type: none"> <li>• Knowledge and understanding of the relevant information governance legislation, including GDPR, Freedom of Information (Scotland) Act, Public Records (Scotland) Act and the Scottish Public Services Ombudsman Acts</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of the importance of confidentiality, information governance and security principles</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>• Demonstrable understanding of challenges faced by CHS as a Data Controller within its role in the children's hearings system.</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>• Ability to deal with confidential and/or sensitive issues and information</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>• Demonstrable ability to communicate complex information to a range of audiences ( including to senior management and Boards) both through written reports and presentations</li> </ul>	✓		✓
		<p>Excellent interpersonal skills with the ability to positively engage, influence and network with key stakeholders including those holding senior and influential positions.</p>		✓	✓
		<ul style="list-style-type: none"> <li>• High level organisational skills with ability to prioritise conflicting deadlines</li> </ul>			✓
		<ul style="list-style-type: none"> <li>• A motivated self-starter with the ability to work effectively with minimal supervision using initiative, skills and experience to ensure success</li> </ul>		✓	✓
		<ul style="list-style-type: none"> <li>• Ability to think and plan strategically</li> </ul>			✓
		<ul style="list-style-type: none"> <li>• High level problem-solving and analytical skills</li> </ul>			✓
		<ul style="list-style-type: none"> <li>• Highly proficient in using Microsoft Office (including Outlook, Word, PowerPoint, Excel)</li> </ul>			✓
		<ul style="list-style-type: none"> <li>• Excellent customer service skills ( internal and external)</li> </ul>			✓

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	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Good understanding of Children's Hearings System</li> <li>• Understanding of the corporate and political environment in which CHS operates</li> <li>• Ability to work across all disciplines in CHS</li> </ul>			<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Personal Attributes</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Child centred approach to work</li> <li>• Flexible and adaptable approach to work</li> <li>• Team orientated approach to work and willingness to assist others</li> <li>• Positive role model, enthusiastic and proactive approach</li> <li>• Professional, calm and confident manner</li> <li>• Deals with others with respect, sensitivity and discretion</li> <li>• Honest, open to feedback and accountable for own actions and decisions</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Special Requirements</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Ability to occasionally work flexibly outside core office hours and at weekends</li> <li>• Ability to travel as required within Scotland</li> <li>• Health record appropriate for requirements of the post</li> </ul>			<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
			medical questionnaire assessed by independent occupational health service		