



Permanent, full-time (37.5 hours though part-time hours may be considered), Band E

### **Purpose**

The importance of good information governance practice is recognised by the National Park Authority as key to fulfilling our duties as a public body in relation to transparency and accountability. Updating our approaches in this area and embedding best practice in information management and governance will be a key priority in our forthcoming Organisational Development and Information Technology Strategies on which this post will take a lead role. The postholder will ensure that all information, data, records, and requests for access to those records handled by the National Park Authority are effectively managed in accordance with statutory requirements and internal policies. The postholder will ensure compliance with relevant legislation and best practice guidance relating to freedom of information, environmental information, data protection, and records management.

The postholder will also proactively improve and develop policies and processes in each of these areas, in accordance with legal requirements and associated best practice guidance appropriately tailored to the Park Authority's resources and requirements to ensure effective and efficient operation. Amongst other responsibilities, the postholder will provide training and improve staff awareness and engagement with relevant policies and policies, and will regularly report key performance information to the Executive Team and relevant statutory bodies.

The postholder will also take a lead role in project management of the Authority's Business Continuity Planning.

### **Responsibilities**

- Manage records held by the Park Authority in accordance with the Public Records (Scotland) Act 2011 and the National Records of Scotland Model Records Management Plan, developing and leading implementation of an appropriate suite of policies and procedures supporting clear, effective, efficient, and secure records management systems and practice within the Park Authority.
- Provide training to ensure positive, effective staff engagement with and delivery of best practice in records management.
- Lead of review and submission of annual updates on the Park Authority's Records Management Plan to the National Records of Scotland.
- Ensure that information requests are handled in accordance with the Freedom of Information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004, guidance and internal policies. Regularly review and update the publication scheme.
- Ensure that all enquiries received under data protection legislation including Subject Access requests are handled in accordance with the General Data Protection Regulations (the GDPRs), the Data Protection Act 2018, and internal policies.
- Fulfil the statutory role of Data Protection Officer for the Park Authority as set out in the Data Protection Act 2018 and maintain expert knowledge of data protection law and practice.

- Work closely with the IT team and Project Management Office on the project to deliver the Park Authority's transition of our records management platform from an on-site server base to Sharepoint, and contribute to delivering agreed project objectives of a clear, accessible, secure, and robust cloud system.
- Lead on the provision of advice on and development of Data Sharing Agreements, supporting the Park Authority's partnership working while protecting the security of our data assets.
- Act as the key contact for the UK Information Commissioner, the Scottish Information Commissioner, the Scottish Public Services Ombudsman and the National Records of Scotland, ensuring that all statistical and annual notification requirements to the regulatory authorities are fulfilled, and information requested by these authorities is managed and processed timeously.
- Monitor legislative and other relevant guidance relevant to information management, request handling, data protection, and records management with appropriate recommendations made to the Executive Team to ensure policies and processes are user friendly and comply with statutory requirements.
- Provide project management for the development, implementation, testing and evolution of the Business Continuity Plan.
- Manage project budgets and manage supplier contracts for outsourced supply of any services relevant to the delivery of the postholder's responsibilities
- Promote a culture of compliance with statutory requirements falling within role remit, at all levels of the organisation.
- Provide pragmatic, specialist advice to staff at all levels within the organisation regarding risk management and options available for activities within the scope of this role.
- Liaise with internal and external auditors to manage the auditing of processes for records management, and information request handling.
- Work with stakeholders, peers, external legal advisers, partners and regulators, including attending relevant professional forums and events.

### General

- Contribute to the work of the Corporate Services Directorate and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; and
- All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

### Person Specification – Knowledge, experience and training

#### ESSENTIAL

- A Degree level qualification (e.g. MA/MSc) in a relevant subject, for example, Records or Information Management, Information Governance Law or demonstrable equivalent relevant training and experience of the areas of work for which the role is responsible
- Experience of handling freedom of information requests and environmental information requests.
- Experience of handling complaints and corresponding with members of the public in an empathetic and professional manner.
- Knowledge of relevant legislation, including the Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004, Data Protection Act 1998 and Public Records (Scotland) Act 2011.

- Ability to work flexibly using sound judgement, evidence and knowledge to arrive at practical solutions to complex problems.
- Excellent written skills, ability to draft complex complaint and information responses as well as creating and revising policies and procedures to comply with information legislation
- Ability to apply judgement in the application of specialist knowledge to advise and inform staff at all levels of the requirements of information legislation
- IT skills – word processing, spread sheets, data bases;
- Full UK driving licence or access to driver if disability prevents driving.
- Permission to work in the UK

#### **DESIRABLE**

- Experience of fulfilling the requirements of the role of Data Protection Officer as set out in the Data Protection Act 2018
- Knowledge and experience of records management in the digital environment including achieving practical records management outcomes and developing staff awareness and capability
- Experience of liaising with the Scottish Information Commissioner or Scottish Public Services Ombudsman on appeal cases relating to information requests.

February 2023