JOB DESCRIPTION

Job Title	Information Governance Administrative Support Officer

Job Number	Temporary – 6 months	**Preparation date**	July 2021
Grade (if known)	4	**Revision date**	

Directorate	Corporate Services
Business Unit /Section	Legal Services

Responsible to (job title)	Team Leader Planning and Litigation

Responsible for total number of direct reports	0	**Responsible for total number of staff managed**	0

Main purpose of job

1. To work as part of the information governance team supporting the Para Legal officers and the Data Protection Officer in processing Freedom of Information requests and Environment Information Requests.

Main responsibilities

1. To log requests; to send requests for information to service areas; to diarise and send out reminders to service areas on requests; to respond to requests and to otherwise assist the paralegals with processing requests and statistics for completion of requests.

2. To assist paralegals with logging, chasing and compiling information for Subject Access Requests and to compile information for DP2 requests.

3. To take calls from council officers on data breaches and assist paralegals in gathering data for the initial investigation.

Key tasks

1. Responding to customer enquiries

2. Assisting service areas with returning information

3. Monitoring the progress of replying to FOI's EIR's DP1 and DP2 requests

4. Chasing services for timely responses

5. To undertake administrative support when required for the Legal Services Team and assist with file opening, and other duties requested by the Business Support Manager

6. Keeping FOI and EIR list up to date and running reports as requested.

7. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

Essential User	No
Special features and/or	

equipment *(anything 'out of the norm')*	

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.