

<b>Job Title</b>	Paralegal – Information Governance		
<b>Job Number</b>		<b>Preparation date</b>	January 2019
<b>Grade (if known)</b>	5	<b>Revision date</b>	
<b>Directorate</b>	Law and Governance		
<b>Business Unit /Section</b>	Legal Services		
<b>Responsible to (job title)</b>	Team Leader – Planning and Litigation		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
<ol style="list-style-type: none"> <li>To provide basic information governance services to the council and to provide support to the Data Protection Officer (DPO), Information Governance Officer and Legal Services team.</li> </ol>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>(Under the guidance of the DPO) to have care and conduct of Information Governance work and services commensurate with the skills and experience of the postholder including but not limited to Freedom of Information and Environmental Information Regulation Requests, Subject Access Requests, Data Protection Act 2018 requests, Information Management enquiries and to ensure compliance with Information Management legislation and Regulation of Investigatory Powers Act.</li> <li>To ensure that all deadlines are met and all procedures are followed correctly.</li> <li>To assist in ensuring that Information and Communication Technology (“ICT”) is used to the best effect in the economic and efficient delivery of information governance services to the council.</li> </ol>			
<b>Key tasks</b>			
<ol style="list-style-type: none"> <li>To deal with all such areas of Information Governance work and services (commensurate with the skills and experience of the postholder and under the guidance of the DPO) as may from time to time be allocated including but not limited to Freedom of Information and Environmental Information Regulation Requests, Subject Access Requests, Data Protection Act 2018 requests, and to ensure compliance with Information Management legislation and Regulation of Investigatory Powers Act and any other such work allocated by the Legal Services Manager, Team Leader and/or DPO relating to basic legal services and advice.</li> <li>To keep the DPO and/or Team Leader aware of the progress of all matters allocated to the postholder.</li> <li>To assist in the review and keeping up to date of all information governance policies, strategies and procedures to ensure the council is compliant with relevant legislation and good practice.</li> <li>To assist in managing the co-ordination of all requests for information under the Information Management legislation and RIPA, assisting to ensure full compliance throughout the Council and to provide advice as required on the principles of the relevant legislation.</li> </ol>			

5. To support the DPO and Information Governance Officer.
6. To ensure the maximum use of ICT in order to streamline all Information Management legislation requests and requirements and RIPA processes.
7. To ensure all deadlines are met and all procedures are followed correctly.
8. To carry out all such legal or quasi-legal tasks that may from time to time be allocated by the Team Leader and/or Legal Services Manager.
9. To deal with all such administrative matters as may from time to time be required.
10. To undertake any other duties allocated by the DPO, Team Leader and/or Legal Services Manager commensurate with the grading of the post.
11. 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)'.

<b>Essential User</b>	No
<b>Special features and/or equipment</b> <i>(anything 'out of the norm')</i>	<ol style="list-style-type: none"> <li>1. As is commensurate with the work, urgent tasks may need to be completed outside normal working hours.</li> <li>2. The Postholder must ensure that cover is available within the team between at least 08:30 hours and 17:30 hours; accordingly the postholder's hours of work must reflect this and be co-ordinated with colleagues.</li> <li>3. Ability to work with confidentiality and discretion and to meet statutory deadlines.</li> </ol>

*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.*