

GROUP ASSISTANT DIRECTOR, INFORMATION AND DATA GOVERNANCE

Role Profile

Role:	Group Assistant Director, Information and Governance (GMCA & TfGM) / Deputy DPO
Directorate:	GMCA: Legal, Governance & Scrutiny and Information Governance.
Salary Band:	Director/ Band SM6 £65,324 (subject to senior salary review)
Contract Type:	Permanent, 36.25 hours per week
Role statement of purpose:	To provide the GMCA with professional, strategic leadership in Information Governance (IG) and wider Information Assurance including the overall responsibility for the GMCA's Freedom of Information (FOI) and Data Protection regime including complying with legislative requirements and delivering good practice. To deputise for the DPO and perform the statutory function of the Data Protection Officer at the GMCA and TfGM. To be the source of expert advice and policy development, to create and maintain high level awareness, profile and understanding of the strategic and practical importance of IG and IT Security. To work to promote a positive culture and a holistic approach that embodies the ambitions of the GMCA and TfGM.
	Note: References to GMCA include both GMCA Core and GMCA Police/Fire functions.
Reports to:	Group Director Information and Data Governance/Data Protection Officer

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	A coordinated, effective, and high performing information and data governance shared service across GMCA and TfGM	<ul style="list-style-type: none"> Deliver a high-performance shared service model for IG and data Gov services for GMCA and TfGM that provides efficient and effective support to the organisation.

		<ul style="list-style-type: none"> • Develop and implement effective and consistent ways of working across all organisations, resourcing and reporting to provide better value and more productive engagement with managers across the organisation. • Through management and oversight of the teams ensure consistent frameworks and approaches are adopted that leverage good practice and continuous improvement • Provision of a service to the LA Chief Legal Officers and districts via agreed heads of terms.
2.	Ensuring that the GMCA and TfGM are leveraging its information assets and the assets available to it in innovative ways, effectively and securely, in line with the Greater Manchester Strategy and GMCA's own Corporate Strategy	<ul style="list-style-type: none"> • Oversight of delivery of internal transformational IG change programme across the group. • Ensure that all GMCA and TfGM information activity aligns to the Greater Manchester Information Strategy and Framework and be a lead champion in the area for this. • Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.
3.	Maintain the profile of information governance across the group and LAs so that there is a good understanding of relevant arrangements.	<ul style="list-style-type: none"> • Develop and communicate policies and procedures • The role of the team and support it provides • Supporting improved local understanding of individual responsibilities through regular communication and an established comms plan.
4.	Established and embedded Information and data governance framework processes and procedures.	<ul style="list-style-type: none"> • Establish, implement and maintain effective Information and Data Management/Governance Framework and arrangements for GMCA and TfGM. • Review and interpret legislation (proposed, new and existing), and then produce guidance, Policies, Project Plans, Committee Reports and Standard Operational Procedures so that the group can meet current and future statutory requirements. • Participate in and contribute to key projects on corporate areas of activity involving the group and GM wide / 7 cross-Portfolio strategies, which promote innovation and creativity in the provision of services and support to communities and individuals, leveraging your specialist skills.
5.	Lead, manage and support a professional Information and data governance shared service.	<ul style="list-style-type: none"> • Establish, lead, retain and develop high performance teams that work to the highest professional standards and are seen to add value to the business. • Conduct annual performance reviews in accordance with GMCA policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

		<ul style="list-style-type: none"> • Leveraging the unique positioning of this role, identify, share and learn from common themes and opportunities across the portfolio of organisations • Prepare service, business and development plans ensuring coordination and compliance with group and Portfolio targets, building in strategies and measures for continuous improvement of service. • Ensure that services are delivered in a customer-focused way, both internally and externally • Regularly seek feedback from customers and drive improvements across the service. • Developing future capability and capacity – the ability to and experience of working to enhance the capability and capacity of the organisation by getting the best out of people, both internally and through partners
6.	Budget planning and monitoring	<ul style="list-style-type: none"> • Support the Group Director to develop and agree the budget for all GMCA and TfGM. • Support the monitoring of adherence to budgets ensuring the agreed plans are delivered within budget within the IG Change programme.
7.	Effective liaison with the group directorates and teams.	<ul style="list-style-type: none"> • Provide advice and guidance to staff, including in relation to complex issues, for example development of legal/data sharing agreements, undertaking privacy impact assessments. •
8.	Represent the group externally in a responsible and professional manner. Promoting the work of the team locally, nationally, and where appropriate globally.	<ul style="list-style-type: none"> • Represent the organisation on matters relating to Information & Records Management at regional and national level meetings and steering groups. • Work with colleagues in government departments on enabling activity to support key projects and programmes.
9.	Effective and impactful stakeholder engagement	<ul style="list-style-type: none"> • Proactively establish and maintain relationships with key stakeholders across GMCA and TfGM, Local authorities and GM Partners. • Promote, protect, enhance and develop the reputation of the GMCA and the services for which the post holder is responsible by delivering real voice and choice to customers.
10.	Effective leadership	<ul style="list-style-type: none"> • Contribute to the effective leadership of GMCA/TfGM through ELN (GMCA) Performance Board (TfGM) as well as participation in other relevant Boards. • Consistently demonstrate the vision and values of TfGM/GMCA demonstrating clear leadership and providing a role model to staff across the organisation.

		<ul style="list-style-type: none"> • Be an advocate and driver of change across TfGM/GMCA, supporting continuous improvement and organisational development. • Ensuring fairness – role modelling the values set out in the Corporate Plan. Releasing Potential and Achieving Through Others
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	Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all organisational policies and relevant legislation:	<ul style="list-style-type: none"> • Data Protection legislation and policies • Employee code of conduct • Key TfGM and GMCA Policies including Dignity at Work policy; Officer Code of Conduct, Information Security, Social Media etc. • Information assurance and security in line with Cabinet Office requirements; • Risk management • Equality and diversity legislation • Organisational Vision & Values • Ensuring high professional standards are maintained and compliance with appropriate procedures and statutory requirements
C2	Established, qualified and significant experience as an Information Governance professional at a senior level.	<ul style="list-style-type: none"> • Relevant qualifications ISEB or equivalent • At least 5 years in a mid-mid senior management or leadership role. • Experience of managing high performance teams • Educated to at least degree level, or demonstration of significant experience and Application
C3	Business Direction	<ul style="list-style-type: none"> • Vision – experience of developing a compelling vision that is understood by others. • External and customer focus – ability to demonstrate a focus that is attuned to the national and regional agenda, understanding stakeholders changing needs; • working collaboratively by breaking down barriers with partners and internally between departments. • Ability to effectively manage organisational resources (financial, human and infrastructure) – running operations responsibly and assuring quality of service delivery • Developing future capability and capacity – the ability to and experience of working to enhance the capability and capacity of the organisation by

		<p>getting the best out of people, both internally and through partners</p> <ul style="list-style-type: none"> • Ability to understand financial and legal/contractual information and to develop innovative strategies to maximise service provision within tight financial limits, and to maximise funding available
C3	Effective service management	<ul style="list-style-type: none"> • Demonstrable ability to lead and motivate a diverse team and to achieve shared commitment to service delivery. • Ability to make decisions effectively including in situations with conflicting pressures with limited information • Political judgement and skills in relationships and being able to be proactive in developing and maintaining constructive and ethical relationships • Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for citizens interview
C4	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	<p>GMCA and TfGM Directors, Senior Managers and staff as necessary to conduct duties efficiently and effectively.</p> <p>Staff in related GM bodies such as MIDAS, Manchester Solutions, Marketing Manchester, the Manchester Growth Company, Universities o Relevant government departments and national agencies.</p>
Direct reports	<p>4 x direct reports:</p> <ul style="list-style-type: none"> • I&DG Manager • I&DG Manager • Senior IG Lead • Senior IG Lead <p>With overall responsibility for approximately 12 I&DG staff.</p>
Budgetary responsibility	Responsible for supporting Group Director with GMCA and TfGM I & DG budgets
Location	<p>GMCA, Tootal Buildings, Oxford Street Manchester M1 6EU</p> <p>TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG.</p>

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