



<b>Post title</b>	<b>Information Governance Manager</b>
<b>Salary and grade:</b>	NJC 24 to 27
<b>FTE</b>	3 days per week term time plus 3 weeks <b>OR</b> 3 days per week, 52 weeks
<b>Line manager/s:</b>	Executive Director: Corporate Affairs

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### Main purpose of the job:

Manage the Trust's information governance and data protection function and their associated programmes of work.

### Key duties and responsibilities

- **Information Governance** – ensure the Trust manages its corporate processes around FOI and SAR in line with statutory requirements.
- **Data Protection** – ensure the Trust manages its corporate processes around data protection, such as data protection impact assessments, in line with statutory requirements.
- **Compliance** – ensuring understanding of, and compliance with, DfE and ICO standards in all matters of information governance including the duties placed upon the Board of Directors, and the publication and sharing of information.
- **Complaints** – work with the Trust Corporate Governance Manager to support complaints handling and monitoring processes as required
- **Policies** – the Trust has an up-to-date, reviewed, agreed and compliant set of information governance and data protection policies.
- **Flexible approach** – as a key role in a growing Trust, the role will need to retain a flexible approach to supporting the changing and growing needs.
- **Looking ahead** – predicting future needs around corporate governance and infrastructure and putting plans in place to address needs ahead of time.

### Other Duties including Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member academies.

## Person Specification

		Essential	Desirable
<b>Qualifications</b>	Educated to degree level or equivalent experience.	•	
<b>Experience</b>	Previous experience of working in a similar information governance, policy or administrative role.		•
	Successful record of creating positive working relationships with stakeholders from all layers of an organisation.	•	
	Experience of managing, supporting and developing junior staff members	•	
	Experience of drafting reports & plans for senior leaders.	•	
	ICT knowledge and an understanding of computer and data confidentiality related legislation and professional standards.	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities.	•	
	Attention to detail combined with the ability to think laterally and problem solve, pre-empting and dealing with situations to prevent any adverse issues for the Trust.	•	
<b>Thinking Ability</b>	Able to demonstrate having planned appropriately for future success.	•	
	Able to work in a pressurised environment.	•	
	Effective communicator, with influencing and negotiating skills.	•	
	Results and quality focused individual.	•	
	Excellent analytical and problem-solving skills, using a flexible pragmatic approach.	•	
<b>Personal Effectiveness</b>	Ability to adapt to and manage change.	•	
	High ethical standards with the ability to engage effectively with all staff across the Trust.	•	
	Enthusiastic and self-motivated with the ability to transmit appropriate messages to appropriate audiences.	•	
	Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure.	•	

	Ability to work to specified and often demanding timescales.	•	
	Able to work flexibly, including any service specific hours.	•	
<b>Interpersonal Relationships</b>	Able to build and maintain key relationships with stakeholders, such as Headteachers.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish.	•	
	Positive attitude towards learning and development of self and others through continuing professional development.	•	
<b>General</b>	Able to travel to various locations within a reasonable timescale.	•	
	Willingness to undertake any other associated duties as directed by the line manager.	•	