



SWYDD
VACANCY

INFORMATION GOVERNANCE SUPPORT OFFICER

Information Governance Department,

Location: Headquarters, St Asaph

Permanent, 37 hours per week

NWFRS Grade 04 £21,695 to £22,571 per annum

We are looking to appoint an Information Governance Support Officer to support the Service in complying with its legal responsibilities under Data Protection, Freedom of Information and Environmental Information Regulations. The role will support the Data Protection Officer and will be responsible for coordinating the processing of information requests in accordance with the relevant legislation as well as maintaining and updating records, systems and processes used to log such requests. The role will also provide advice to staff and members of the public in relation to information governance and will assist the Data Protection Officer in the delivery of staff training to ensure high standards of information governance are promoted throughout the Service.

The successful candidate will have excellent written and verbal communication skills, with good attention to detail and a high degree of accuracy. With a proactive and self-motivated approach, good interpersonal skills are required when dealing with queries from internal and external individuals or organisations, whilst providing a professional and confidential service at all times.

Applicants will need to demonstrate (with evidence) the skills, as outlined in the job description and person specification including the following essential requirements:

- Knowledge of and experience of working with Data Protection, Freedom of Information and Environmental Information Regulations.
- Understanding of sensitivity of information governance work and associated confidentiality requirements.
- Experience of using Microsoft Office, including emails, word, spreadsheets and databases.
- Ability to show initiative and tact when dealing with correspondence and queries and requesting information.
- High degree of accuracy and care, with good organisational skills and attention to detail.
- Ability to manage own time and prioritising of workload to meet deadlines.
- Be able to hold a simple conversation at Welsh Level 2 – if not already demonstrated on application, this is to be achieved within a 12-month probation period, with support provided as appropriate.
- Hold a full UK Driving licence.
- Appointment subject to DBS Check and satisfactory references.

The role is based at our Headquarters in St Asaph Business Park, but we also offer the ability to undertake agile working, where you can work remotely from home, subject to availability, as well as being available to work from other North Wales Fire and Rescue Service locations. This can be further discussed during interview.

Further information about the role, including job description and application pack, is available on the North Wales Fire & Rescue website or by emailing: hrdesk@northwalesfire.gov.wales

Closing date for receipt of application forms is 12.00 noon, 06.10.2022.

The closing date will be strictly adhered to and no exceptions will apply.

We are an equal opportunity employer and welcome applications from all sections of the community. We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

