

### Person Specification

<b>Job Title</b>	Information Management Officer	<b>Team</b>	Information Governance
<b>Salary Grade</b>	Grade 6	<b>Directorate</b>	Strategy & Performance
<b>Job Evaluation Reference No</b>			

	<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Good general standard of education. GCSE Maths and English (grade C or above)	✓		PD
	Qualification in information governance and/or security related subjects	✓		PD
	Educated to degree standard, preferably within the field of Information Management/ Records Management.		✓	PD
	<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Experience of dealing with Subject Access Requests.	✓		A & I
	Experience of dealing with Freedom of Information requests and other requests for information.	✓		A & I
	Experience of dealing with members of the public/ staff requesting access to information.	✓		A & I
	Experience of putting into place efficient and effective procedures to support requests for information	✓		A & I
	Experience of putting into place information sharing protocols.	✓		A & I
	Experience of conducting information audits and addressing the changing information needs of organisations.	✓		A & I
	Experience of preparing guidance and policies relating to the management of information (including data protection, freedom of information and records management)	✓		A & I
	Experience of preparing and delivering training courses / seminars in relation to the legal aspects of Information Management.	✓		A & I
	Experience of Records Management.		✓	
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	A good working knowledge of the legal aspects of Information Management. In particular the Data Protection Act 2018, General Data Protection Regulation, Freedom of Information Act 2000, Environmental Information Regulations 2004 and The Re-Use of Public Sector	✓		A & I

	Information Regulations 2015.			
	Knowledge of Merseyside Fire and Rescue Service.		✓	A & I
			✓	A & I
	Knowledge of developing taxonomies and file plans.		✓	A & I
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Excellent communication skills and ability to present information clearly and accurately, verbally and in writing.	✓		A & I
	Ability to work with the minimum supervision and use initiative.	✓		A & I
	Ability to work to tight deadlines, in particular meeting any specific legal timescales in relation to information requests.	✓		A & I
	Excellent inter-personal skills and ability to liaise, consult and advise across all levels of the workforce and with other bodies / agencies.	✓		A & I
	Listen to what our customers say, respond quickly to their needs and treat them in a courteous and positive manner at all times.	✓		A & I
	<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Days worked - Wednesday afternoon, Thursday and Friday			

Key to assessment methods: A – Application form AC - Assessment Centre I - Interview PD - Produce Documentation  
P – Presentation T- Test MF&RS - MF&RS will process a basic DBS application upon offer of conditional employment.

**Date person specification prepared / revised: November 2018**  
**Prepared / revised by: L. Inman**

