Cambridgeshire County Council

Job purpose and person specification

Job Title: Analyst (Information Management)

Service: Joint Information Governance

Grade: SO1

Reports to: Senior Analyst (Information Management)

Job Purpose:
The Information Management Analyst will work collaboratively across the whole Council to ensure delivery of a broad range of CCC strategic objectives and outcomes. The post holder will think innovatively and creatively to identify alternatives ways of delivering outcomes in line with cross-Council objectives.   Specifically they will support the delivery of the following functions: • Information management   • Information governance   • Records management   Whilst working collaboratively with colleagues to support the wider delivery of all aspects of the work of the joint Information Governance service.

Principal Accountabilities:

Information Governance

- Support the development and implementation of the Council's Information Management Strategy, Records Management and Information Security strategies and policies.

- Support the Council's records management activities to ensure compliance with the relevant legislation and best practice standards and guidance.

- Provide routine data protection, FOI, Subject Access Requests, EIR and Information Security advice, training & administrative support to the Council.

- Support the Council's Information Governance activities to ensure compliance with appropriate legislation and best practice guidance and standards, specifically compliance with data protection, Freedom of Information, Subject Access Requests, Environmental Information regulations.

- Oversee & supervise the Council's data protection registration process and administer and maintain its Publication Scheme.

- Support the delivery of the agreed outcomes for your team.

- Assist the team in identifying alternative ways of delivering outcomes in line with cross-Council objectives.

Partnership working

- Create and maintain effective working relationships with a wide range of internal and external colleagues and stakeholders to support the work of the team.

Cultural change and self development

- Support culture change with a focus on building a confident, energetic and customer focused organisation.

- Work collaboratively across the organisation.

- Identify opportunities to develop skills and competence via a personal development plan.

Data analysis and reporting

- Use a broad range of information and insight to support the development of evidence based recommendations.

- Support the effectiveness of current systems and processes to ensure optimum use of resources.

Change and innovation

- Demonstrate a commitment to actively challenge existing processes and procedures to improve operational efficiency and service delivery.

- Support the undertaking of analysis and benchmarking from internal and external sources to ensure the organisation has the widest range of information upon which to make decisions.

Governance and reporting

- Support statutory reporting ensuring it is undertaken to agreed time and quality.

- Ensure compliance with relevant legislation and standards.

Job Knowledge, Skills & Experience:

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent	Information or legal related discipline	Desirable
Relevant professional qualification or relevant experience	Information Management discipline	Desirable
2 A levels, ONC, OND, BTEC, NVQ level 3 or equivalent qualification or experience		Desirable

Minimum levels of knowledge, skills and experience required for this job

Knowledge		
A thorough understanding of the environment in which local government operates	Knowledge & understanding	Essential
Records management and information security	Knowledge & understanding	Essential
Data Protection, Freedom of Information, Records Management legislation and practice	Knowledge and understanding	Essential

Skills		
Working together	Think creatively about opportunities to work together, building rapport. Deliver results across team and organisational boundaries	Essential
Integrity	Focus on outcomes and is self-motivated Think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently	Essential
Respect	Identify areas for improvement to meet the diverse needs of customers and colleagues	Essential

	Challenge poor use of built and natural resources, delivering improvements	
Excellence	Review current practice both in own work and in the work of the Team Identify and deliver best practice	Essential
Effective communication	Strong communication skills including report writing and presentation skills Ability to persuade and negotiate to achieve outcomes Strong and effective interpersonal skills in groups, teams and one-to-one situations	Essential
Partnership working	Work effectively and collaboratively with internal and external partners to achieve required outcomes	Essential
Judgement and decision Making	Ability to challenge others constructively and to make informed decisions that if challenged can be substantiated Ability to exercise sensitivity and clear judgement over organisational issues and developments and to arrive at a balanced view Ability to understand and analyse complex issues and to offer sound, strategic, professional and managerial advice Demonstrable ability to learn from experience and to share that learning through future actions to improve service and staff performance	Essential

Experience		
Productive relationships	Proven ability in fostering positive and constructive relationships with internal and external stakeholders	Essential
Customer focus	Clear understanding of the need to engage with communities and promote good customer relations	Essential
Presentation of information	Ability to prepare meaningful and concise reports and presentations and to manage and participate in senior level meetings to achieve desired outcomes	Essential
Negotiation	Ability to engage in positive dialogue to achieve desired outcomes	Essential
Change management	Knowledge and experience of how to effect cultural and behavioural change	Essential

	Experience in the use of IT systems required to manage information and Records and Information Governance requests that meet the standards expected by the ICO	Desirable