



Information Governance Officer

Are you:

- An experienced professional with a background in data protection and developing and implementing information security management policies?
- A pro-active individual who can pre-empt and identify risk and propose quick and efficient solutions?
- An individual with strong knowledge or exposure to the Data Protection Act 2018, General Data Protection (GDPR)?
- An effective communicator with the ability to communicate across all departments and levels of seniority?
- A compliance driven individual, with strong understanding of the importance of Information Rights and Responsibilities?
- Educated to RQF Level 3 or equivalent?

Would you like to:

- Work to develop Company Information Security Protocols?
- Work in a dynamic organisation which strives for continuous improvement?
- Be the key point of contact for all things related to Information Rights and Responsibilities?

...then we would like to hear from you.

Ecctis Limited operates as an Employee Ownership Trust (EOT) and is the UK national agency for information and expert advice on international qualifications and the global leader in skills assessment and credential evaluation. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

The role

This role will be reporting to the Head of Corporate Affairs. And the primary purpose is to ensure the Company is compliant with Company policy and all legislation and government directives relating to Information Rights and Responsibilities (principally the Data Protection Act 2018 (DPA), General Data Protection Regulation (GDPR), The Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations, 2004 (EIR) as applicable.

The key duties of the role will be acting as the first point of contact to provide expert advice on individual information rights requests (such as subject access requests) and freedom of information (FOI) requests. The role will ensure our compliance with our statutory obligations and procedural requirements, and act as the driver for continuous improvement on these processes and procedures.

The role will involve monitoring, identifying, and reporting on trends in information rights and freedom of information requests, circulating key data to the team and wider organisation as necessary. The role will involve providing data protection and information governance training to the organisation and help with the preparation of submissions in relation to any matters referred to in the Information Commissioner's Office. You will be involved in identifying corporate level information governance risks and proactively escalate and provide solutions as necessary.

The ideal candidate will be highly organised and proactive and have a strong commitment to continuous professional

development – ensuring they are kept up to date with the latest developments in information governance and data protection legislation, case law, and guidance. You will be a confident communicator, with the ability to communicate the importance and necessity of Information Rights and Responsibilities processes and policies to all levels of staff and will be capable of delivering targeted training on these topics as needed. You will be a highly organised individual, with the ability to work on multiple projects to deadlines, whilst remaining flexible and open to change as required. You will have an excellent attention to detail, with the ability to track and analyse trends, and propose relevant solutions to risk.

Office Location: Cheltenham, Gloucestershire, UK

Working Hours: Monday to Friday, 8:30/9:00am to 5:00/5:30pm with an unpaid, 1-hour lunch break.

Salary: £32,000 to £34,000 DOE

Benefits:

- 25 days annual leave plus bank holidays, as well as an additional day off given between Christmas and New Year
- Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)
- Life assurance of 3 x basic salary for members of the pension scheme
- Bupa Private Health Care Scheme with employee contribution
- Enhanced maternity pay with years of service.
- Employee Assistance Programme
- Annual discretionary performance-related bonus scheme (Pro-rata for part-time employees)
- Cycle to Work Scheme
- Swapping of 3 bank holidays (Good Friday, Early May Bank Holiday, August Bank Holiday) to be taken on a cultural or religious date of significance
- A dedicated 'Employee Engagement and Development Committee' (EEDC) dedicated to providing training and development opportunities to our employees
- Extra day of annual leave with 5 years' service (pro-rata for part-time workers)
- Employee Ownership Trust:
 - As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, the shares are held 'in-trust' by the Trust's Board of Directors.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com