



Job Title: Senior Information Assurance Officer
Grade: 7
Salary: £39,906 to £46,049 per annum, pro-rata if part-time
Department: Legal, Governance & Information Services
Hours/Contract: Full time or job share considered, Permanent
Job Family: Management and Administration
Reference: 13225

Role Purpose

To promote a culture of best practice in information compliance and information governance across the University developing understanding, awareness and support for information compliance requirements to ensure that Divisions, Departments and teams are aware of their responsibilities.

To provide effective and comprehensive corporate and information assurance and information governance support, ensuring clear, user-friendly accessible processes, whilst providing robust compliance and reputational protection for the University.

To ensure that the University manages its information assets to support business needs and meet legal, risk management and operational requirements.

Main Duties and Responsibilities

To promote compliance with particular regard to, the Data Use and Access Act (DUAA) 2025, the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000, Environmental Information Regulations and Privacy and Electronic Communications Regulations (PECR). This includes:

- Providing guidance and support in relation to the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and Data Use and Access Act (DUAA) 2025.
- To respond to Data Subject Access Requests, other Data Protection Rights requests and Freedom of Information Requests within statutory timescales.
- Carrying out Data Protection Impact Assessments (DPIAs) mostly using the University's Privacy Management software.
- Recording and investigating data breach and information security incidents
- Advising on personal data related contracts and agreements to ensure that legislative requirements are addressed and potential auditable areas are identified.
- Ensuring that areas related to sensitive research data, including health related research data held for projects specifically in the College of Life Sciences (CLS) and across the Institution, are compliant with Data Protection obligations.
- Ensuring ongoing compliance including the provision of specialist advice to colleagues across the University, audit and project work.
- Responding to, and resolving queries from individuals and internal departments on information related legislation above and broader information security related matters.

To provide efficient and accurate advice, guidance, training and support for the activities of the Information Assurance Services team and other key stakeholders. This will include:





- Providing written guidance and advice in the format of guidelines, web pages and manuals.
- Promoting awareness of legal and information-related matters and to provide training where appropriate.
- Drafting and reviewing policies and procedures
- Liaising with subject matter experts, internal and external auditors and statutory bodies such as the Information Commissioners Office (ICO).
- Ensuring that records of importance for the continuing operation of the University are identified and managed in an effective and systematic manner.
- Supporting the training of Principal Research Investigators to ensure that the management of research data is compliant with legislative requirements.
- Ensuring that processes are as robust as possible eliminating possible points of failure.
- To support the work of the Information Compliance Board (ICB), Data Protection Implementation Group (DPIG) and where required the CLS Information Governance Strategy Group to ensure any necessary alignment and compliance with Data Protection legislation.

To identify, develop and maintain effective working relationships with a wide range of internal and external stakeholders who will have an interest in the operational compliance, implementation and management of policies, procedures, processes and controls.

- Ensuring compliance with the UK General Data Protection Regulation, Data Protection Act 2018, Data Use and Access Act (DUAA) 2025 and the Freedom of Information Act 2000, Environmental Information Regulations and Privacy and Electronic Communications Regulations (PECR).
- Promoting the standards enshrined in the University’s Data Protection and Cyber Security policies, raising awareness of relevant issues and appropriate practices across the University.
- Ensuring that the University manages its information assets to support business needs and meet legal, risk management and operational requirements. Advising on strategic and/or national developments in the Information Compliance field.
- Monitoring changes in the regulatory environment introduced by the ICO, ICO guidance and Codes of Practice, practitioner networks and keeping expert colleagues and relevant stakeholders up-to-date.
- Supporting internal and external Information Assurance/Governance audits.

To continue to develop professional skills in information compliance; to maintain professional networks, seek out opportunities for continuous improvement and keep abreast of developments in the field of Information Assurance/Governance and compliance.

Internal and External Relationships

Internal:

- DPO & Head of Information Assurance
- Information Assurance Services team and Records Management Officer
- Departmental FOI Coordinators & Departmental Data Champions.
- Deputy Secretary and General Legal Counsel





- Head of IT Service Risk and Continuity
- Information Compliance Board (ICB), Data Protection Implementation Group (DPIG) and the CLS Information Governance Strategy Group
- College Directors of Operations
- Research and Enterprise Division – Research Governance Teams
- Researchers including Project Leads and Principal Investigators
- Wider colleagues across the University including College and Departmental IT staff and Academic Staff

External:

- Information Commissioner’s Office (ICO)
- National Forums & Regional Groups
- University Students Union

Planning and Organising

The post reports to the Data Protection Officer & Head of Information Assurance Services

There is considerable autonomy to organise, prioritise and manage personal work. The post holder will be expected to work with others to develop and plan activities relating to the University’s statutory obligations in relation to Information Assurance/Governance compliance work often to strict deadlines including for the Data Use and Access Act (DUAA) 2025; the UK General Data Protection Regulation (UK GDPR); the Data Protection Act 2018; and the Freedom of Information Act.

Qualifications, Knowledge and Experience

Essential

- Educated to degree level or equivalent, or significant relevant work experience in a comparable professional setting working in an Information Assurance, Information Governance or Data Protection role*
- In-depth knowledge and understanding of compliance and relevant legislation including; data protection, freedom of information, information security standards and codes of practice and guidance generated by the Information Commissioner’s Office. *
- Knowledge and understanding of confidentiality and the legal basis for maintenance of confidentiality.
- Experience of partnership working and communicating with stakeholders at all levels in complex organisations*
- Proven experience of working with UK Data Protection and Freedom of Information legislation in a complex environment.*
- Experience of responding to statutory and non-statutory requests for information*
- Experience of carrying out Data Protection Impact Assessments (DPIAs)*





- Experience of investigating data breach incidents.*

Desirable

- GDPR/Data Protection practitioner qualification or Information Governance or Freedom of Information qualification.
- Experience of creating training materials and delivering training both online and in-person.
- Experience of using OneTrust Privacy Management software
- Experience of creating and maintaining web content.
- A working knowledge of how corporate governance operates in a university and its relationship with academic governance and executive process.
- Knowledge of risk and information governance management.
- Knowledge of public policy, regulatory, compliance and constitutional context, particularly in relation to corporate governance.
- Experience of developing effective policy and guidance documentation to support governance processes, preferably in a Higher Education setting.
- Experience of leading and implementing regulatory compliance to support organisational change.

Skills, Abilities and Competencies

Essential

- Excellent interpersonal and communication skills both written and verbal with a high standard of written English.
- Highly developed IT user Skills.
- Excellent presentation and training skills.
- Ability to interpret complex legislation and guidance and to give practical advice to the institution, taking into account organisational needs and corporate risk.
- Ability to maintain information compliance policies, procedures, processes and controls.
- Strong analytical skills with the ability to assess and interpret information to draft and present clear, well-structured reports.
- Ability to uphold the highest standards of confidentiality when working with sensitive information.
- Ability to provide a professional, approachable and proactive service to a wide variety of staff at all levels of the institution.
- Ability to respond to difficult and challenging situations using sound judgement.
- Well organised with effective time management, including the ability to manage multiple workstreams.
- Precise and methodical approach to work with emphasis on detail and the ability to meet strict deadline as required.





- Ability to work collaboratively with university leaders and other senior staff.
- A consultative approach but with strong initiative and self-motivation to achieve given tasks.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

