


POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Senior Information Governance Officer
Pay Band:	5
Hours of Work and Nature of Contract:	37.5 Fixed Term – 2 years
Service Group:	Digital Transformation
Department:	Information Governance
Base:	Bronllys and Home Working
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Head of Information Governance, Records and DPO
Professionally Accountable to:	Information Governance Manager
<u>VALUES & BEHAVIOUR</u>	
 <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>	

JOB SUMMARY / PURPOSE:

The post holder will be responsible for supporting the Head of Information Governance, work stream leads and other colleagues to deliver the objectives of the electronic Prescribing and Medicines Administration (ePMA) programme which will make the prescribing, dispensing and administration of medicines everywhere in Wales, easier, safer, more efficient, and effective, through digital.

Support the Programme's completion of all required IG related documentation to ensure its compliance with the UK General Data Protection Regulation whilst drawing on knowledge gained through attendance at project meetings, previous experience, and the IG Manager.

Utilise highly developed administrative, time management and organisational skills to ensure timescales are delivered against a backdrop of challenging timescales and conflicting priorities.

Required to be able to work autonomously, using initiative but referring to the line manager or other members of the team (for professional input) when required.

Expected to contribute ideas and participate in discussions when changes are being considered. Prepare, provide comments, or contribute to draft documentation which would then be completed in more detail by more senior members of the team.

Able to communicate and exchange sensitive information across the organisation both internally and externally in a professional manner using tact, persuasive skills and demonstrate excellent communication skills with the ability to handle sensitive and confidential information.

Required to establish strong links with colleagues across the Health Board. May be responsible for organising meetings and drafting relevant documentation to a high standard to support the ePMA programme and wider Information Governance workplan.

Required to support the wider Information Governance agenda with its role and functions across the Health Board and undertake additional tasks as and when required.

DUTIES & RESPONSIBILITIES

Assist and support the Head of Information Governance, Records and Data Protection Officer and the Information Governance Manager in all matters relating to Information Governance to support the electronic Prescribing and Medicines Administration (ePMA) programme.

This will include reviewing and developing policies and procedures in compliance with Data Protection legislation, Caldicott, Information Security, Records Management, and other related national and local standards.

Communicate Information Governance advice to members of staff, within own levels of knowledge and expertise, referring to the Information Governance Manager or Head of Information Governance when appropriate.

Communicate ePMA programme related information to Senior Managers and/or staff, identifying areas where there may be barriers and escalating these when required.

Motivate, support and influence key stakeholders to ensure timely completion of IG related documentation/processes and aid development.

Motivate, encourage, and offer support to work stream leads and IG colleagues, prioritising workload accordingly.

Where requested present to the ePMA Programme Board and work streams oral updates on progress on IG related matters associated with the programme.

Provide support to the Information Governance Team and wider Digital Transformation Team when necessary to deliver the electronic Prescribing and Medicines Administration (ePMA) programme and other programmes of work.

Respond to correspondence as directed, some of which will contain sensitive information.

Maintain a high standard of confidentiality when dealing with day-to-day enquiries and general correspondence from colleagues in the Health Board and members of the public.

Ensure that advice given to the public is consistent with Health Board policy and procedure.

Communication:

Support excellent flow of information fostering effective working relationships on Information Governance for the Health Board.

Positively engaged with stakeholders in the delivery of key tasks associated with the role ensuring tight deadlines are adhered to.

A wide range of different forms of communication will be utilised depending on the circumstances, which will include verbal, written and electronic communication.

Produce and present documents e.g. detailed reports, statistical information, profomas/templates.

Recognises difficulties when they occur and selects the most appropriate form of communication most likely to generate understanding.

Provide often complex information on projects which will include the need to effectively communicate with colleagues on work delivery, including the ability to negotiate and motivate.

Planning, Business Analysis, Service Improvement

Follow Standard Operating Procedures and Health Board Policies.

Contribute to the review and development of related policies and procedures.

Stock control for stationery.

Other Duties:

Undertake such other duties as may be required from time to time, commensurate with the post.

Be up to date with any development, regulations, and legislation applicable to the post.

Participate in the PADR process, identifying own training requirements for continued personal development.

As part of self-development, continuously update knowledge of new trends and maintain and improve knowledge and competence by taking part in appropriate courses and training if applicable.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Educated to Degree level or equivalent experience</p> <p>Knowledge and understanding of the UK General Data Protection Regulation, Data Protection Act, Information Security, WASPI and Information Sharing and NHS Code of Confidentiality</p> <p>Thorough understanding of a range of PC software (Microsoft Office, email) and ability to evidence its use</p> <p>Ability to collate, analyse and draw conclusions from data and present reports in a variety of formats</p> <p>Evidence of continual professional development</p>	<p>Understanding of systems in use within NHS organisations</p> <p>Data Protection Qualification</p> <p>Knowledge of Healthcare</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Experience	<p>Significant experience in an administrative/business role</p> <p>Previous experience of working with healthcare</p> <p>Experience of report writing and excellent organisational and planning skills</p>	<p>Previous experience in information governance setting</p>	<p>Interview</p> <p>Application Form</p>
Aptitude and Abilities	<p>Excellent organisational, interpersonal, and negotiating skills with an ability to communicate effectively with a range of internal and external personnel</p> <p>Able to prioritise a range of tasks</p> <p>Ability to work on own initiative without direct supervision</p> <p>Ability to analyse issues and recommend appropriate interventions and solutions</p> <p>Methodical and organised</p> <p>Excellent motivation, negotiation, and persuasion skills</p>	<p>Ability to speak Welsh</p> <p>Ability to deal with highly complex and emotive issues</p>	<p>Interview /</p> <p>Application Form /</p> <p>References</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	Active listening skills Strong team working Ability to write and present reports and proposals Highly professional, positive approach		
Values	Demonstrate PTHB Values Ability to exercise tact, diplomacy, and confidentiality Enthusiastic, committed, proactive and innovative		Application Form Interview References
Other	Ability to travel between sites in a timely manner as and when required Flexible approach to the needs of the service Always present themselves in a professional manner Ability to apply excellent attention to detail and accuracy Ability to multitask and cope with high levels of work		Interview & Application Form

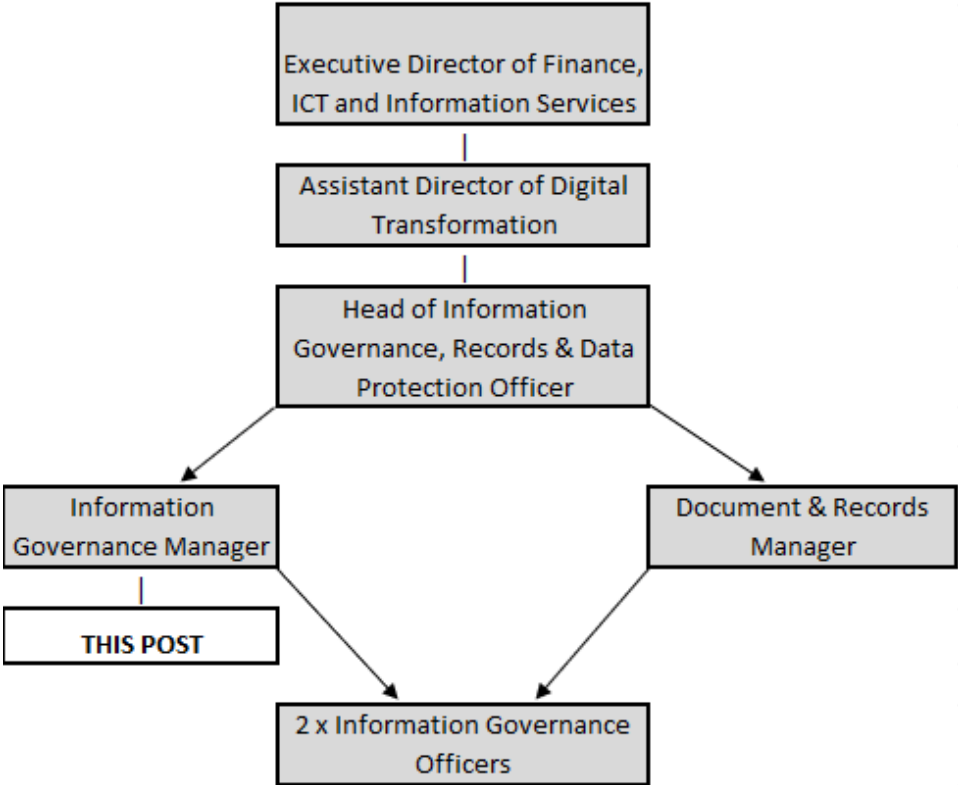
GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **no contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore not be required to apply for a Criminal Record Bureau Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



CAJE: 2023/0001