



## JOB DESCRIPTION

<b>Job Title:</b>		<b>Data and Information Governance Manager</b>			
<b>JE Code:</b>	A5226	<b>Evaluation:</b>	578 points	<b>Grade:</b>	N9
<b>Effective Date:</b>	March 2023	<b>Status:</b>	Final		
<b>Responsible to:</b>	Head of Business Services				
<b>Responsible for:</b>	Small team				
<b>Job purpose:</b>	To provide expertise across the trust to support leaders in relation to the processing, analysis and reporting of education performance data and to act as the key trust contact for all information governance matters				

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Data Management

1. To be point of reference and support for leaders across all the Trust schools in relation to data management and processing
2. To liaise with schools to ensure Trust processes are adhered to and that all pupils are tracked and monitored in relation to a range of pupil outcomes including attendance and attainment.
3. To provide Trust wide expertise in all aspects of commonly used Management Information Systems and other core data handling systems for pupils including researching and recommending systems as appropriate.
4. To create training programmes that ensure that staff employed by the Trust possess the skill and understanding to fully utilise the information management systems and data handling systems at their disposal.
5. To manage, co-ordinate and present pupil performance data of the Trust and its schools to Trust Leaders and other audiences for the purpose of evaluation of performance, ensuring that managers are aware of any concerns regarding the validity or accuracy of data on a regular basis
6. Ensure that fail safe processes are consistently applied to all schools to ensure the appropriate oversight of data management relating to external examinations/assessments.
7. Preparing analysis and reports of the outcomes of external examinations and assessments including KS1 and KS2 SATs and GCSE/A Level results (in August) across the Trust.

8. Keeping up to date with developments in data management systems that the school/trust uses and with others that may be of interest.
9. Collating pupil attendance information across the Trust in line with up to date education and policy changes and presenting key data across the trust to support improvement
10. Ensuring that all pupil and staff data collection and data returns, required by external agencies including the DfE, are submitted accurately within the expected timeframes in conjunction with relevant management.
11. Ensuring the Trust is receiving best value from their data management systems by inputting into data system procurement processes.
12. Managing the quality and effectiveness of data systems and services against agreed Service Level Agreements with third party suppliers.

### **Information Governance**

1. Act as the SPoC Single Point of Contact for the trust, its schools and NEAT Active Ltd on information governance, seeking specialist advice from the appointed Data Protection Officer.
2. Provide support in reviewing and updating the content of trust policies and procedures that support information governance requirements.
3. Co-ordinate the accurate and timely maintenance of the information asset registers and ensure that privacy notices are updated and data protection impact assessments are carried out as appropriate.
4. Co-ordinate responses to data subjects exercising their statutory rights (including subject access requests) and to parties making freedom of information requests.
5. Investigate information security breaches and ensure agreed actions are implemented across trust, its schools and NEAT Active Ltd.
6. Ensure that the trust proactively publishes the information set out in its Information Publication Scheme and school and trust websites are compliant with statutory requirements.
7. Provide briefing and training to staff on information governance matters.

### **Trust responsibilities**

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.

- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.