

Role Profile & Person Specification

Governance, Risk, and Compliance Manager

Post:	Governance, Risk, and Compliance Manager
Office:	Department of Infrastructure
Division:	Central Support and Change Division
Location:	Sea Terminal Buildings
Grade:	Higher Executive Officer
Responsible to:	Head of Corporate Services and Business Change
Responsible for:	2 x Executive Officers, 1 x Administrative Officer

About the role

This is a business critical role, in the heart of the Department of Infrastructure (DOI), the overarching purpose of which is to safeguard the reputation and integrity of the DOI, by ensuring adherence to statutory requirements, internal policies and best practice in respect of all governance, risk and compliance frameworks. The role requires the management of a broad range of governance, risk and compliance responsibilities, including but not limited to, corporate governance; risk management; complaints management; information governance; business continuity management; contracts management; health and safety; and climate change. The successful candidate will also have line management responsibility for two Executive Officers.

What will you do?

Governance, Risk and Compliance

- Act as a the key point of contact for DOI in respect of all governance, risk and compliance matters
- Develop and implement comprehensive governance, compliance, and risk management strategies in line with the requirements of DOI and Isle of Man Government, and ensure the continuous development of such
- Develop and deliver training and engagement programmes to raise awareness and educate employees about governance, risk, and compliance policies, procedures, and best practice

Data Protection Co-ordinator

Delivery of obligations in respect of the following:

- Data Protection/Privacy impact assessments
- Data audits
- Privacy notices and fair processing notices, terms and conditions and any other policies

- Obligations in relation to processing data
- Subject access requests and procedures
- Information and data security
- Records management and retention
- Investigation, notification and reporting of data breaches

Freedom of Information Co-ordinator

- Coordinate responses to requests for information received under the Freedom of Information Act 2015 and Code of Practice on Access to Information requests
- Liaise with business areas and provide support, advice and guidance on the requirements, duties, obligations and responsibilities under the Act/Code
- Promote a culture of freedom of information awareness across DOI, providing updates on developments in respect of Freedom of Information, coordinating training as necessary

Information Governance and Records Management

- Co-ordinate the identification, assessment, reporting and management of risk in relation to all aspects of information governance, including development and regular review of the Information Asset Risk Register
- Work with the Office of Cyber Security and Information Assurance to ensure that approaches to Information Governance are consistent with the wider IOM Government approach
- Ensure compliance with information policies and, in conjunction with the Senior Information Risk Owner ("SIRO"), report to the Senior Leadership Team identifying and mitigating information risk

Public Records duties

- Develop positive working relations the Public Records Office (PRO) and their teams
- Ensure that best practice is understood and adopted throughout DOI
- Oversee DOI Public Records transfers and related processes

Staff Management

The Post Holder will be responsible for the day to day line management of two Executive Officers

What do you need to be successful in this role?	Essential or Desirable	Method of Assessment
Credibility		
5 GCSE's at Grade C or above (including English language) or hold recognised equivalent qualifications.	D	CV/Interview
In-depth knowledge of relevant professional standards related to governance, risk, and compliance	E	CV/Interview
Proven track record in a similar Governance, Risk and Compliance role, including information governance, FOI, and GDPR compliance	E	CV/Interview
Hold a recognised qualification appropriate for a Data Protection Officer	E	CV/Interview
Excellent written and verbal communication skills, including the ability to convey complex statutory and professional standards and concepts to diverse audiences	E	CV/Interview
Capability		
Experience in supporting teams to optimise performance against organisational targets and objectives	D	CV/Interview
Experience in developing and implementing information governance frameworks, strategies and policies	E	CV/Interview
Knowledge of GDPR, and the ability to interpret and apply statutory requirements	E	CV/Interview
Knowledge of FOI legislation and practices, with experience managing FOI requests	D	CV/Interview
Strong understanding of risk management principles, methodologies, and frameworks and experience in conducting risk assessments and developing risk mitigation strategies	E	CV/Interview
Experience implementing document control and records management systems	E	CV/Interview
Strong analytical and problem-solving skills	E	CV/Interview
Proficient in interpreting and applying relevant legislation to ensure organisational compliance	D	CV/Interview
Capable of drafting clear and concise policies, procedures, processes and reports	E	CV/Interview
Experience drafting data protection impact assessments	D	CV/Interview
Ability to collaborate effectively across Divisions, including senior management	E	CV/Interview
Experience in developing awareness initiatives and delivering training and awareness programs for employees.	D	CV/Interview

Character		
A high degree of integrity and commitment to ethical business practices	E	Interview
Ability to handle sensitive and confidential information with discretion	E	Interview
Ability to analyse data and trends to support decision making	E	CV/ Interview
Confident with information technology and capable of learning to use multiple bespoke systems. Proficient in the application of technology to enhance and streamline workflow.	E	CV/Interview
Flexibility and adaptability to navigate changing environments and business needs and have a willingness to learn and stay up to date with industry best practices.	E	CV/Interview
Other requirements		
Isle of Man Worker	D	Application/Checks
Satisfactory Police Check	E	Checks