



**THE JENNER
INSTITUTE**
DEVELOPING INNOVATIVE VACCINES



Job title	Information Governance Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Jenner Institute based in the Old Road Campus Research Building, Old Road Campus, Roosevelt Drive, Oxford, OX3 7DQ
Grade and salary	Grade 7: £36,024 - £44,263 with a discretionary range to £48,350 p.a. (pro rata)
Hours	Full time
Contract type	Fixed-term for 5 years Funding is provided by the Department
Reporting to	The Jenner Institute Business Manager and Contracts & Information Governance Manager
Vacancy reference	165566

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
Additional information	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit – www.jenner.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community



**Athena
SWAN**
Silver Award



The role

You will play an important role in advising and supporting the Head of Jenner Institute in discharging the responsibilities for Information Governance (IG) devolved to the Head of Department by the University. You will guide and support users of information in the Institute including administrative and research staff, students and visitors. You will work closely with IG Officers across the different NDM units and support the introduction of agreed policies and procedures to the Institute, in alignment with the NDM Information Governance and Security Strategy. You will report to the Institute Business Manager and NDM's Contracts and Information Governance Manager.

Responsibilities

You will:

- Work closely with the Offices of the Nuffield Professor of Medicine and Divisional Information Governance, Security and IT groups and representatives and the University's Information Security, Compliance and Research Support teams, to contribute to the development of IG/IS policies and strategies for the Institute as appropriate.
- Advise and lead the Institute management team in embedding policies and procedures as per the NDM Information Governance and Security Strategy.
- Supervise and curate the Institutes Information Asset Register (INDRI), providing advice to Information Asset Owners as required and support for the information lifecycle.
- Support processes of internal and external audits, including e.g. submission of the University's security assessment.
- Track, maintain and present audit reports and actions needed to achieve compliance against policies, applicable regulations and findings.
- Carry out evaluation of the Institute information security and data privacy training requirements, ensuring delivery of appropriate training sessions, quality assurance and reporting against Institute Key Performance Indicators. Ensure the University mandated training requirements are met.
- Be responsible for implementing and leading an induction and training programme of all staff making sure they are aware of information responsibilities, data security and undertaking third party risk assessments.
- Support the process of Privacy (and Security) by Design, by reviewing research and administrative processes and data flows during the initiation stage of new projects and assisting with DPAs and DPIAs.
- Advise Principal Investigators in applications for external research datasets (NHS Digital et al.).
- Investigate and manage Information Governance incidents, ensuring that information security and data breaches are reported and handled according to University protocols.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Educated to degree level or equivalent experience.
- Knowledge, intellectual capacity, reasoning and analytical skills.

- Demonstrable and substantial experience with at least one of ISO 27000 (and related), the NHS Data Security Toolkit, Cyber Essentials and/or managing the information governance aspects of clinical trials.
- Understanding of the GDPR/DPA2018 and its application in a large organisation.
- Excellent interpersonal skills and the ability to deal effectively and efficiently with a wide variety of clients, showing tact and diplomacy while dealing with problems or compliance issues that the client might not yet appreciate or that the client does not think significant.
- Excellent written and verbal communication skills, including presentation skills.
- A clear record of a positive can-do attitude and approach to inter-personal and customer service skills shown to staff and students at all levels of seniority and expertise.
- Ability to carry out tasks unsupervised and under pressure with a high degree of accuracy and attention to detail with a proven ability to work independently, be proactive and show initiative.
- Excellent organizational skills and the ability to manage multiple projects in a dynamic and heterogeneous environment.

Desirable

- Experience of convening a committee of members at all levels of seniority, reporting to it and supporting its chair as senior officer.
- Experience of delivering security and governance training programs.
- Experience of Information Governance in a clinical or research setting.
- An awareness of relevant legislation and regulatory standards (e.g. FOI, PECR).
- Relevant qualifications (see below):
 - IAPP Certified Information Privacy Professional (CIPP/E)
 - BCS Foundation Certification in Data Protection (CDP)
 - BCS Foundation Certificate in Information Security Management Principles (CISMP)
 - BCS Practitioner Certificate in Information Risk Management (PCIRM)
 - ISC(2) Certified Information Systems Security Professional (CISSP)

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.
Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.