Job Description

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Summary

Job title	Senior Information Governance Manager (SIGM)
Division	Medical Sciences
Department	Nuffield Department of Primary Care Health Sciences
Location	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade £45,585 - £54,395 per annum (discretionary rises to £59,421)
Hours	Full time
Contract type	Permanent
Reporting to	Head of IT and IG
Vacancy reference	BZ23130 - 169080

The role

The Senior Information Governance Manager (SIGO) plays is a critical role in a clinical academic Department managing large volumes of patient data. You will take the lead in helping to supervise and deliver the governance, risk management and compliance aspects of Information Governance (IG) and Security related activities across the Department. You will be responsible for overseeing a program, which promotes compliance with a range of regulatory requirements and administers targeted activities to further the development, implementation and maintenance of the Department's audit, policy and training processes.

There is a particular focus for this position on the coordination of work towards the delivery of the Departmental IG initiatives: continued certification under the NHS Information Governance Toolkit; creation/adoption of a trusted research environment (TRE); implementation of the Cyber Essentials Framework and accreditation with the ISO 27000 series Information Security Management Systems.

You will be an experienced IG professional with management experience, who is dedicated to helping to provide the Department with the best service possible within the constraints of the University and this area of work.

The University Information Compliance Team (ICT) and Information Security (InfoSec) Team provide oversight of data protection and privacy with the support of a Data Privacy Coordinator in the University Medical Sciences Division (MSD). You will be expected to oversee coordination with the various stakeholders as appropriate to monitor and confirm that the Department operates effectively within the frameworks, policies and guidance provided by the University.

Responsibilities

Policy development, governance, and compliance

- Supervise the IG Officer (IGO) who coordinates the annual development, review and maintenance of IG policies and procedures in a complex clinical environment.
- Jointly coordinate with the IGO to compile responses for the annual NHS Toolkit and submit them timely on behalf of the Department.
- Supervise the IGO to periodically conduct reviews of and update to the Information Asset Register (IAR), providing advice to Information Asset Owners. Lead the continuing development of the IAR tracking tool to improve efficiency and user friendliness.
- Supervise preparations for the Department IG Committee, including development of summary reports on IG processing activities. These include auditing and monitoring activities, incident/breach referrals, policy updates and processing of data transfers requests and data by protection by design reviews. The position also supports its academic chair and raising material IG risks and issues to its attention in a timely fashion.
- Lead and/or assist with the completion of IG auditing and monitoring activities and supervise the IGO who reports on them. The audit reports will need to demonstrate a clear understanding of the flows of data across a continuum of research projects, document any information governance issues and proposed solutions.
- Lead and/or assist the IGO with handling data protection and privacy matters for the Department, including coordination with ICT, InfoSec and/or MSD as necessary.
- Lead the review and updates on the Department IG risk register. Provide supervisions to the IGO for implementing identified remediation tasks.
- Lead and assist on the internal audit of individual research groups and major service providers within the department. Liaise with the wider divisional and University teams to support these internal audits.
- Provide strategic/tactical support to deliver these Departmental IG initiatives: continued certification under the NHS Information Governance Toolkit; creation/adoption of a trusted research environment (TRE); implementation of the Cyber Essentials Framework and accreditation with the ISO 27000 series Information Security Management Systems.

Advice and guidance

- Share IG customer service duties with IGO. IGO handles routine inquiries connected with IG processing duties. The SIGM providing advice, guidance and signposting on all IG matters.
- Lead on efforts to partner with research groups on understanding and complying with IG requirements specific to research requirements.
- Advise and support the SIRO, the Head of IT/G, senior academic and research staff, on IG matters and compliance with information governance, data access, information sharing, records management, information security and associated requirements.
- Take an active role in Departmental events and meetings, including induction, to establish an effective working relationship and enable a general understanding of the life, activities and IG issues and risks in the Department..
- Lead effort to review and distribute easy to understand updates on evolving IG requirements, including guidance from the University's InfoSec and ICT Teams. Partner with the Head of IT/G and IGO as well as other University and external stakeholders to build productive working relationships.
- Lead provision of IG training across the Department. Periodically review the adequacy of such training and identify where improvements can be implemented.
- Represent the IG needs of the department at relevant divisional and University wide meetings and other committees where appropriate.
- Keep up to date with related legislation and best practice in order to makes changes to the IG program for continued compliance.
- Liaise with local and national groups with respect to IG and security, and represent the Department in meetings at local and national level.

- Undertake other duties that may be requested by the Head of Administration and Finance or to such other member of staff as may be authorised by that person.

Selection criteria
Essential selection criteria

- Knowledge, intellectual capacity, reasoning and analytical skills equivalent to those of a graduate.
- Demonstrable experience of creating or developing an IG framework, particularly in a clinical or academic environment.
- Demonstrable experience with supervising and mentoring direct reports.
- Demonstrable and substantial experience with at least one of ISO 27000 (and related), the NHS Information Governance Toolkit and/or managing the IG aspects of research projects.
- 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.
- Excellent written and verbal communication skills, including presentation skills and the ability to converse clearly in written and spoken English.
- The 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.
- Manage and monitor the work of the IGO to ensure distribution of work load and monitoring that tasks are completed.
- Excellent organizational skills and the ability to manage multiple projects in a dynamic and heterogeneous environment.

Desirable selection criteria

- 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 with IG in a clinical or research setting
- An awareness of the Freedom of Information Act (FOIA), Data Protection Act (DPA) and other relevant legislation
- Relevant qualifications (such as CISMP, CISSP, CISA, HCISPP)

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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

About the University of Oxford
Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners

across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Nuffield Department of Primary Care Health Sciences

A top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on enhancing prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists, many of whom are practising GPs and primary care clinicians, but many others are psychologists, epidemiologists, sociologists, and public health academics. We cover the broad range of issues that you might expect to address in the community, including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, rigorously evaluating the effectiveness of treatments and diagnostics, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in novel clinical trial design and implementation, clinical decision making and diagnostics, clinical epidemiology, medical statistics, behavioural science, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice, and was made a free-standing department in 2011 with the first Oxford statutory chair in primary care. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and research.

Our main research themes coalesce around cardiovascular disease and diabetes, infection, cancer, health behaviours, and digital health, with several cross-cutting themes, including disease prevention, early diagnosis, and patient self-management, big data and new clinical themes. We place inclusivity and diversity at the forefront of our approach to research from design and conduct through to the dissemination of our findings.

The department has exceptional infrastructure, including the long-established Primary Care Clinical Trials Unit, one of the most expert CTU's for trials conducted in community settings. We also host the Oxford Institute for Digital Health, the Bennett Institute for Applied Data Science, the Oxford Centre for Evidence-Based Medicine; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services) and the Medical Sociology and Health Experiences Research Group (MS HERG), which undertakes qualitative research into the patient experience including the Healthtalk research programme published on www.healthtalkonline.org. The department is a founding member of the National Institute for Health Care Research (NIHR) School of Primary Care Research, houses both the NIHR Applied Research Collaboration (ARC), Oxford Thames Valley and the NIHR MedTech and In Vitro Diagnostics Co-operative (MIC), and leads several themes of the Oxford University Hospital and Oxford Health BRCs. In terms of methodologies, as well as our critical mass of social scientists and computer/information scientists, the department supports one of the largest groups of medical statisticians in medical sciences and a growing team of health economists.

Clinicians in our department teach a number of threads in the undergraduate course in Medicine and we place students in GP practices as part of their training. We run a very successful, well established MSc programme in Evidence Based Health Care, and a new MSc in Translational Health Science with the Department of Continuing Education. In 2023 we will accept students to a new MSc in Applied Digital Health and to an MSc in Global Health Care Leadership run in partnership with the Said Business School.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine and holds an Athena SWAN Silver award at institutional level. The Nuffield Department of Primary Care Health Sciences holds a departmental Gold Athena SWAN award (awarded in March 2023 and the first Gold in the University of Oxford) to recognise advancement of gender equality: representation, progression and success for all.

The Nuffield Department of Primary Care Health Sciences currently holds a Gold National Union of Students (NUS) Green Impact award. Green Impact is an environmental accreditation scheme championed by the National Union of Students and is designed to support environmentally and socially sustainable practice. The department supports sustainability initiatives in the following areas: supporting and leading change; energy; water; materials and waste; sustainable travel; biodiversity and nature; and food.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre (see http://www.ox.ac.uk/roq/ for more information). Some staff are located nearby in the Gibson Building at the ROQ and some, including clinical teachers are based in Eagle House nearby off Walton Street.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit and priority being given to those with access needs. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information please visit: http://www.phc.ox.ac.uk

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.ox.ac.uk/

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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)

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we **may** be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email hr@phc.ox.ac.uk to enquire whether the role you are applying for might be available on a part-time basis.

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 please email recruitment@phc.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.

Version Date

October 2022

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.