

## Information Governance & Security Manager

### Job Ref: CE01903



### Role Details

**Reports to:** Head of Legal & Data Protection Officer

**Location:** Central London with regular UK travel and occasional overseas travel

**Hours:** Full time. 35 hours a week, 9am to 5 pm, Monday to Friday

**Salary:** £48,902 per annum

**Contract type:** Permanent

**Closing date:** 16<sup>th</sup> October 2019

## Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

## About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

## Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

## Department Structure and Position of the role



## Purpose of Role

To lead and be responsible for Information Security and Information Governance services across The Brooke, including ensuring compliance with statutory and regulatory obligations.

## Key Responsibilities and Duties

- 1 Lead on governance requirements for information compliance.
- 2 Identify and manage organisational risk in relation to information.
- 3 Develop an overall strategy of Data Protection management.
- 4 Act as the responsible individual for all matters pertaining to Information Security, working with the Head of IT to embed technical change.
- 5 Identify and monitor environmental and market trends in the areas of Information Security and Information Governance, and assess the impact on business risks and benefits.
- 6 Develop and deliver Information Governance and Data Protection training for all staff and volunteers.
- 7 Lead the process of gathering information for Subject Access Requests, and other requests made by data subjects, and respond to such requests.
- 8 Manage, investigate, record and report on all complaints relating to alleged misuse of data or information.
- 9 Work with departments to ensure retention schedules are adhered to.
- 10 Negotiate Data Processing Agreements and resolve contractual issues.
- 11 Monitor and support the production of Privacy Impact Assessments.
- 12 Ensure the physical security of data by implementing and maintaining robust controls over premises and work areas.
- 13 Conduct periodic audits on Data Processors and other third parties.
- 14 Provide full support to the Data Protection Officer.

## General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

## Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Honours degree (2:2 or above) or equivalent in any subject	X	
2	Detailed knowledge of GDPR and the Data Protection Act and understanding of the legal and political context of this legislation	X	
3	Knowledge and understanding of Information Security	X	
4	Knowledge of ISO27001, Cyber Essentials and PCI-DSS	X	
5	Experience of writing policies and procedures for corporate use	X	
6	Experience of dealing with confidential issues	X	
7	Excellent oral and written communication skills: the ability to communicate complex ideas and influence internal stakeholders	X	
8	Holder of a relevant Data Protection qualification (e.g. CIPP/E or CIPM) or working towards such a qualification		X
9	Expertise in records management		X
10	Experience of working in the charity sector		X

## Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
<b>Self-Management</b>	Taking responsibility for own actions, behaviours and outcomes

<b>Learning</b>	Taking responsibility for own learning and fostering growth and development in others
<b>Relationship Building</b>	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
<b>Planning and Organising</b>	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
<b>Effective Decision Making</b>	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
<b>Change and Improvement</b>	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
<b>Collaboration and Cooperation</b>	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
<b>Communication &amp; Influence</b>	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

## Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at [recruit@thebrooke.org](mailto:recruit@thebrooke.org)