



Role: Information Governance Analyst

Location: Flexible

Salary: £32,979 - £36,438

Contract: Permanent

About us

We are the national regulator and scrutiny body responsible for providing assurance and protection for people who experience care services, their families, carers and the wider public, as well as supporting delivery partners to improve the quality of care for people in Scotland. Our vision is that people across Scotland experience high quality care that meets their needs, rights and choices.

We are a scrutiny body that supports improvement. We inspect individual care services and we also work with other scrutiny bodies to inspect the social care and social work services people are experiencing in their local areas.

About the role

Information Governance sits at the heart of everything the Care Inspectorate does.

The team's objective is to "improve care through information governance excellence".

The successful candidate will work with the team to support the operation and provision of the core information governance function which includes:

- Analysing, drafting and responding to external enquiries relating to Freedom of Information Scotland Act (FOISA), Information Rights (DPA 2018) and other information requests
- Analysing, drafting and responding to internal enquiries regarding Data Protection and Information & Records Management relating to Care Inspectorate operational matters and business support practices.
- Leading improvement of statutory and day to day business processes and associated policies

- Supporting key transformational project work and providing advice and guidance on Data Protection and Records & Information Management

In addition, the Information Governance Analyst will support the provision of, timely advice on Data Protection; acting as the Deputy Data Protection Officer and being able to interpret and make recommendations on Data Protection Law.

About you

The successful candidate will be able to demonstrate a successful track record over a minimum of two years in a similar role.

Working knowledge of the Data Protection Act 2018 and Freedom of Information (Scotland) Act (FOISA) 2002 is essential.

Working Information & Records management knowledge is an advantage as is an understanding of O365 and SharePoint.

The successful individual will:

- be part of a busy team that deals with members of the public, Care Inspectorate colleagues, senior managers and key external stakeholders.
- be able to analyse information and prepare statistical reports
- have effective communication and organisational skills with an ability to remain calm under pressure.
- have excellent IT skills and practical experience of using Microsoft Office and other applications.

The location of the post will be flexible, but your base will be in one of the Care Inspectorate's main offices, although during the COVID-19 pandemic, this role will be done remotely.

Next steps

You will find more information in the job description and person specification.

For an informal chat about the role, please contact Kate McBay, Information Governance, on 01382 346077 or 07970 405110

If you believe that your skills, experience, and motivation make you a suitable candidate for this post, please download and complete an application form below.

If you believe that you are a suitable candidate for this post, please download and complete an application form and submit it by email to recruitment@careinspectorate.gov.scot by **8am on Friday 2 April 2021**.