



# Matched Job Report

Produced  
on

09 July 2018  
14:11:47

Job Title *Head of Information Governance*  
 Job Ref Number *TS/HOIG*  
 Score *577*  
 Band *Band 8b*  
 Status *Banding Match*  
 Matched To *Professional Manager, Improvement and Development*

<u>Relevant Job Information</u>	<u>National Profile</u>	<u>Profile</u>	<u>Status</u>	<u>Score</u>
<b>1) Communication and Relationship Skills</b>				
Provide an organisational wide advisory and guidance service on highly complex information legislation matters where there can be differing opinions - ability to interpret highly complex information and distil this into easily understood materials and messages	5 - 5	5	Matched	45
<b>2) Knowledge, Training and Experience</b>				
Masters degree	7 - 7	7	Matched	196
<b>3) Analytical and Judgemental Skills</b>				
Assess the impact of changes to national IG initiatives and advise IRMH of such changes, making recommendations and ensuring action plans are prepared and met. Investigate complex IG complaints. Postholder is organisation's subject expert on all IG related matters.	4 - 5	5	Matched	60
<b>4) Planning and Organisational Skills</b>				
Produce Trust-wide work plans on an annual basis to meet policy, procedure and legislation requirements. Co-ordinate, develop and lead the Information Asset Working Group	4 - 5	4	Matched	42
<b>5) Physical Skills</b>				
Standard keyboard skills	2 - 2	2	Matched	15
<b>6) Patient / Client Care</b>				
Indirect responsibility in relation to patient identifiable information	1 - 1	1	Matched	4
<b>7) Policy and Service</b>				
Responsible for drafting, producing and ensuring appropriate policies, precedures and guidelines are available for staff to carry out their roles in a compliant manner.	5 - 5	5	Matched	45
<b>8) Financial and Physical</b>				
Budget holder for Information Governance function	4 - 4	4	Matched	32
<b>9) Human Resources</b>				
Line manager of IG staff.	4 - 4	4	Matched	32
<b>10) Information Resources</b>				
Oversee maintenance of an appropriate up-to-date information Governance Evidence Portfolio	1 - 1	2	Not Matched	9
<b>11) Research and Development</b>				
Collate and analyse performance statistics on aspects of Information Governance	1 - 2	2	Matched	12
<b>12) Freedom to Act</b>				
Be the recognised authority on all Information Governance matters within the Trust	5 - 5	5	Matched	45
<b>13) Physical Effort</b>				

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Combination of sitting, standing and walking	1 - 1	1	Matched	3
14) Mental Effort				
Concentration for policy development and high level meetings. Postholder will need to switch between tasks as priorities change.	3 - 3	3	Matched	12
15) Emotional Effort				
Role will review sensitive records prior to release which may contain distressing information. Advises on breaches of policy for disciplinary action.	3 - 3	3	Matched	18
16) Working Conditions				
VDU user for most of the time	1 - 2	2	Matched	7

Panel Comments

24/5/2018 [REDACTED] consistency checked approved