

## Role Profile

<b>Role Title</b>	Senior Information Manager
<b>Directorate</b>	Finance and Corporate Services
<b>Reports to</b>	Director of IT and Information Services
<b>Role purpose</b>	
<ul style="list-style-type: none"> <li>To provide senior level support to the Director of IT to ensure that the Legacy Corporation manages its data and information to ensure compliance with the legislative framework, corporate policies and business needs. To ensure that across the organisation data and information is accurate, complete, fit for purpose and usable.</li> </ul>	
<b>Key accountabilities</b>	
<ul style="list-style-type: none"> <li>Manage and control the key information governance requirements and ensure compliance across the organisation.</li> <li>Manage and control the key information requirements in terms of data quality, records management and information security.</li> <li>Ensure the development, delivery and implementation of policies, frameworks, processes, management information and tools to support information governance and management best practice to ensure legislative compliance and to support business needs.</li> <li>Lead and manage the analysis, procurement and implementation of legally compliant and best practice systems and policies which support information management and governance.</li> <li>Manage records effectively to ensure they are retained and disposed of according to clearly defined schedules based on legal requirements, business requirements and best practice.</li> <li>Manage the transfer of data and information in to the organisation from other bodies such as the Olympic Delivery Authority; and potentially out of the organisation to archival organisations such as The National Archives.</li> <li>Support the provision of day-to-day advice, guidance and training to managers and staff to ensure the Legacy Corporation has a functioning information management culture and systems.</li> <li>Provide visible leadership across the organisation to ensure that the management of information is carried out to recognised standards.</li> <li>Ensure that information management and information governance practice and processes deliver value for money across the organisation.</li> <li>Provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved and effective communication maintained, including ensuring on-going performance management.</li> </ul>	

- Maintain budgetary oversight for key areas of directorate spend, managing and planning for expenditure over the annual horizon, providing support and intelligence to influence future resources and budget requirements.
- Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation's overall delivery aims, acting as an ambassador for the Queen Elizabeth Olympic Park.
- Take reasonable care for the health and safety of themselves and others and take responsibility for ensuring all activities carried out promote the value of a diverse workforce and do not discriminate against sections of the community covered by equality legislation.
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self development and performance improvement.

This is not meant to be an exhaustive list of duties. The need for flexibility, shared accountability and team working is required, and the role-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

This is a description of the role as it is at present. It is the practice of the London Legacy Development Corporation to review role profiles annually to ensure that they relate to the role as then being performed or to incorporate whatever changes are being proposed. This review will be carried out by the director/line manager in consultation with the role holder, who is expected to participate fully in such discussions.

This role profile does not form part of the role-holder's contract of employment.

## Role competencies

### Part one

#### Knowledge and experience

- Excellent understanding of the Data Protection Act, the Freedom of Information Act, Environmental Information Regulations, Copyright Act, Re-use of Public Sector Information and other information legislation and Codes of Practice.
- Track record of developing and delivering information management and governance standards, policies and processes.
- Practical experience of developing and implementing folder structures, file plans, business classification schemes, taxonomies, controlled vocabularies, metadata and information architectures.
- Knowledge and experience of managing records including the development and implementation of retention and disposal schedules, publication schemes and information asset registers.
- Knowledge and experience of working with internet and intranet sites and social media as business tools to support the delivery of information management and governance.

- Experience of presenting information management policies and practices to an organisation through training, reports and websites.
- Knowledge and experience of information security and be able to present this to the organisation.

## **Part two**

### **Skills and abilities**

- Excellent communication skills to be able to explain and describe complex issues to business users in a clear and understandable way.
- The ability to make records management issues as relevant and important to business users.
- The ability to analyse and describe data which is useful and relevant to business users.
- An understanding on how to keep information management practices proportionate to business users.
- Able to work in a consensual way and create buy-in from diverse user groups and business users.
- Effective project management skills.

## **Part three**

### **Personal style and behaviour**

- Professional credibility based on a high level of understanding and experience of the key issues.
- Ability to diplomatically manage competing and conflicting interests between business users.
- Ability to listen to the business and create solutions which are based on both business needs and compliance issues.
- Able to successfully mix formal and informal communications techniques.
- Able to make information management and governance practices consistent with the core behaviours and ethos of the business.
- Able to work in a manner that is consistent with the organisation's core behaviours and ethos.