

## Role Profile

<b>Role Title</b>	Information Manager
<b>Directorate</b>	Finance, Commercial and Corporate Services
<b>Reports to</b>	Director of Governance, Assurance and Programme Management
<b>Role purpose</b>	
<ul style="list-style-type: none"> <li>• To develop, implement and maintain processes and procedures that support the effective management of paper records and Freedom of Information Act (FOI), Environmental Information Regulations (EIR) and Data Protection Act requests, and complaints.</li> <li>• To support the Legacy Corporation's information management and compliance processes as required.</li> </ul>	
<b>Key accountabilities</b>	
<ul style="list-style-type: none"> <li>• Implement policies, procedures and guidance for the management of paper records to enable the efficient storage, retrieval, retention and disposal of information.</li> <li>• Project coordination of the implementation of record retention and disposal schedules, including supporting staff in changing work paper practices to improve overall organisational compliance.</li> <li>• Operational responsibility for implementing process and systems to ensure the effective management of paper records.</li> <li>• Operational responsibility for ensuring the organisation's paper information and records management systems and practices are compliant with relevant legislation and Codes of Practice, and are held under appropriate security controls.</li> <li>• Managing the FOI and EIR request handling process, including coordinating the response to requests, identifying potential exemptions/exceptions and releasing information to the public.</li> <li>• Operational responsibility for the management of offsite paper records.</li> <li>• Operational responsibility for the management of the contracts register.</li> <li>• 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 for paper storage.</li> <li>• Support the Senior Information Manager as required in relation to information management and compliance.</li> <li>• Support and maintain a culture of continuous improvement and operational excellence,</li> </ul>	

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 experience of developing and maintaining information and records management procedures, systems and processes.
- Experience of working and engaging with a wide range of stakeholders, including senior staff and external organisations.
- Good awareness of public sector information security requirements and controls, and information risk management.
- Good awareness of IT functions
- 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.

### **Part two**

#### **Skills and abilities**

- Excellent interpersonal skills including the ability to communicate with, and develop effective working relationships with a wide range of internal and external stakeholders.
- Strong organisational skills with the ability to set and adhere to strict deadlines and to manage competing priorities in a fast-moving environment, whilst handling highly sensitive

information.

- Adept at problem solving, using knowledge and experience to tackle issues and implement effective and timely solutions.
- Ability to analyse and assimilate information in order to make decisions.
- Negotiation and influencing skills.
- Ability to respond to diverse demands and expectations.
- Self-starting and independent whilst being able to work collaboratively;
- Has strong analytical, numeric and critical reasoning.
- Effective project management skills.
- Able to cope with a high degree of ambiguity and change.

### **Part three**

#### **Personal style and behaviour**

- Determination to succeed.
- Personally credible with a professional demeanor that generates trust and confidence.
- Applies concepts and learning from outside own field/environment, looking ahead over the long-term to deliver improvements and avoid problems.
- Able to work in a manner that is consistent with the organisation's core behaviours and ethos.