
Job Title Information Governance Officer (IGO)

Team Information Governance

Reporting to Information Governance Officer

Responsible for

Job purpose

As an IGO you will support the development, implementation, and monitoring of the organisation's Information Governance (IG) framework. You will assist with ensuring compliance with UK GDPR, the Data Protection Act 2018, Freedom of Information Act, and other relevant legislation. You will provide advice, coordinate statutory requests, assist with data protection assessments, and contribute to the effective management of information risks across our organisation.

Key responsibilities

Data Protection & Privacy Compliance

Assist with ensuring compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This includes conducting data protection impact assessments and managing incidents and data subject access requests.

Freedom of Information & Transparency

Support the development of an FOI regime for the organisation. Coordinate and process FOI requests. Assist our Information Governance Champions (IGCs) in collating information, preparing responses, and meeting statutory deadlines. Maintain FOI logs and contribute to publication schemes.

Collaboration

Provide day-to-day advice to colleagues on data protection and FOI legislation to include processing personal data, and transparency. You will work closely with our IGCs across the organisation to raise awareness of IG requirements.

Reporting & Monitoring

Support the team in producing routine reports, metrics, and dashboards for internal and external reporting, including information security and data protection incidents. Assist in identifying root causes, mitigations, and lessons learned.

Training and Development

Support the team with training sessions and awareness programs for colleagues, Council and Committee members on data protection and FOI compliance.

Information Governance Framework

Contribute to the development, implementation, and maintenance of IG policies, procedures, and guidance. Support audits, assurance activities, and IG improvement plans.

Date

9 March 2026

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Professional certification in data protection or information governance Excellent IT skills particularly MS365 suite
Work experience	<ul style="list-style-type: none"> Experience of working in an information governance, data protection, or records management environment Experience of providing clear and succinct advice and guidance Experience of working and communicating successfully with a wide variety of stakeholders 	
Knowledge & skills	<ul style="list-style-type: none"> Knowledge of information governance, FOI and data protection legislation Strong analytical and problem-solving skills Excellent communication and interpersonal skills Ability to work autonomously and as part of a team Able to work under pressure in a busy and demanding environment, prioritising tasks to manage competing deadlines and priorities 	
Competencies & values	<ul style="list-style-type: none"> Demonstrates our values of respect; openness; progress; integrity; and inclusion Demonstrates our competencies of personal responsibility; expertise and judgment; building 	

relationships; and
innovation

- Strong self-awareness including personal resilience, recognising impact on others and a commitment to learning
- A strong team player, able to develop effective relationships across the organisation

Other

- Some out of normal hour's work may be required
 - Ability to work effectively from home and from our Edinburgh office
 - May include other tasks that are reasonable and relevant to the role
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