

Job Title	Information Governance Manager
Team	Finance & Operations
Reporting to	Executive Director of Finance & Operations
Responsible for	Line managing up to two administrators and liaising closely with colleagues in IT and the information champions embedded in each team
Job purpose	<p>The Information Governance Manager will play a critical role in ensuring that the Law Society of Scotland complies with data protection laws and freedom of information legislation. This position involves managing and developing our information governance frameworks and practices to mitigate risks and ensure compliance.</p>
Key responsibilities	<ul style="list-style-type: none"> <li>• <b>Data Protection Compliance:</b> Ensure compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This includes drafting and overseeing data protection policies, conducting data protection impact assessments, and managing incidents and data subject access requests. The post-holder will also be Data Protection Officer for the Society and registered as such with the Information Commissioner's Office.</li> <li>• <b>Freedom of Information (FOI) Compliance:</b> Ensure compliance with the Freedom of Information (Scotland) Act 2002 and the relevant FOI requirements set out in the Regulation of Legal Services (Scotland) Act 2025. This includes establishing an FOI regime following enactment of the requirement in the Regulation of Legal Services (Scotland) Act 2025 (which is currently awaiting Royal Assent), managing FOI requests, maintaining records of disclosures, and providing guidance on FOI obligations</li> <li>• <b>Policy Development:</b> Develop and implement information governance policies and procedures to ensure compliance with legal and regulatory requirements</li> <li>• <b>Training and Awareness:</b> Conduct training sessions and awareness programs for colleagues, Council and Committee members on data protection and FOI compliance</li> <li>• <b>Data Sharing Agreements:</b> Oversee the development and management of data sharing agreements with</li> </ul>

external parties, ensuring that data sharing practices comply with legal requirements

- **Audit and Monitoring:** Conduct regular audits and monitoring of information governance practices to identify and address any compliance issues
- **Collaboration:** Work closely with various teams across the business, particularly within the Finance & Operations Directorate and the Regulation Directorate, to ensure a coordinated approach to information governance
- **Reporting:** Ensure risks are managed and identified and provide regular reports on compliance to Board and the Regulatory Committee including issues arising and plans to resolve/mitigate identified risk
- **People Management:** Line manage two administrators and liaise closely with colleagues in IT and the information champions embedded in each team

Date – 15 June 2025

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	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>• Qualified solicitor (with a current practicing certificate) or</li> <li>• Professional certification in data protection or information governance</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills particularly MS365 suite</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>• Experience of managing in an information governance function including compliance with data protection and FOI legislation</li> <li>• A demonstrable track record of effectively managing team performance, priorities and projects</li> <li>• Significant experience of providing clear and succinct advice and guidance</li> <li>• Experience of drafting and maintaining policies and processes</li> <li>• Demonstrable success in change management and performance or process improvement initiatives</li> <li>• Used to working under pressure in a busy and demanding environment, working independently and problem solving to manage competing deadlines and priorities</li> <li>• Experience of working and communicating successfully with a wide variety of stakeholders</li> <li>• Experience of designing and delivering training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing innovative and workable solutions to complex policy issues, delivering desired outcomes</li> <li>• Experience of reporting to a Board or committee</li> </ul>

Knowledge & skills	<ul style="list-style-type: none"> <li>• Expert knowledge of information governance, FOI and data protection</li> <li>• Strong analytical and problem-solving skills</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to work autonomously and as part of a team</li> <li>• Ability to lead and motivate a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the statutory and regulatory context in which the Law Society of Scotland operates</li> </ul>
Competencies & values	<ul style="list-style-type: none"> <li>• Demonstrates our values of respect; openness; progress; integrity; and inclusion</li> <li>• Demonstrates our competencies of personal responsibility; expertise and judgment; building relationships; and innovation</li> <li>• Strong self-awareness including personal resilience, recognising impact on others and a commitment to learning</li> <li>• A strong team player, able to develop effective relationships across the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Motivated to use your own initiative to foster improvements across the organisation</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Some out of normal hours work required</li> <li>• Ability to work effectively from home and from our Edinburgh office</li> </ul>	