

Job description

because
you matter

St Nicholas
Hospice Care

A Registered Charity No. 287773

Job role	Information Governance and Assurance Lead
Reports to	Finance Director
Location	Main Hospice, Bury St Edmunds
Job Purpose	Advising on Information Governance (IG) matters Assurance and compliance monitoring and reporting

Key Responsibilities

1. Manage a framework of assurance to provide evidence that all St Nicholas Hospice Care activities are compliant with statutory regulations and best practice.
2. Provide business reporting, including collations and analysis for governance information.
3. Ensure organisation-wide returns are completed and submitted on time and with the required supporting evidence, such as the CQC and CCG information, Data Security & Protection Toolkit, and Charity Returns.
4. Support incident reporting and investigation as appropriate, advising on evaluation and reporting requirements.
5. Liaise with third party experts as required, e.g. Data Protection Officer, Health & Safety advisors, etc.

Information Governance

6. Provide up to date knowledge and advice on IG requirements and best practice.
7. Lead on all aspects of GDPR, including ensuring all departments are compliant and adhering to policy around the correct storage and usage of sensitive data.
8. Work in partnership with HR to ensure mandatory training is relevant and meaningful
9. Work with managers across the organisation to ensure ongoing compliance with the DSP toolkit, including successful submission of the toolkit and collation of the relevant supporting evidence.
10. Maintain corporate documentation and registers, such as the Information Asset Register, contract logs and third party agreements.
11. Chair the IG Working Group, driving operational change and improvements as needed and reporting on activities and risks to the Directorate team.

12. Represent St Nicholas Hospice Care at external forums and groups, to share best practice, identify future risks and requirements, and to implement updates to policies and processes as required.

General Compliance

13. Ensure governance policies and processes remain compliant and reflect the latest requirements.

14. Support and facilitate governance and assurance groups, ensuring risks are considered and managed.

15. Manage and support self-assessment and spot check processes, including analysis and reporting of results, identifying any potential improvements needed.

16. Support the design process for changes and new ways of working so that they are safe, compliant and effective.

17. Work with managers to develop their understanding of governance requirements, supporting them to make informed decisions.

18. Provide induction and support ongoing training for staff and volunteers.

19. Assist in the review of Company tenders to ensure the process is fair and transparent.