



**St Nicholas**  
Hospice Care

A Registered Charity No. 287773

## Person Specification

### Information Governance and Assurance Lead

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education / Qualifications</b>	<p>Formal Information Governance (IG) related qualification or equivalent experience.</p> <p>Evidence of continuous professional development.</p>	Degree standard of education
<b>Background / Record of Achievement</b>	<p>Experience and knowledge of data protection and confidentiality requirements.</p> <p>Experience of presenting data to diverse audiences.</p> <p>Confident in advising staff on governance matters, Experience of working in a governance and assurance environment, with an understanding of the importance of good governance and can articulate the value it brings.</p> <p>Experience of delivering process or system change and improvements.</p> <p>Demonstrable experience of the production of operational and performance management information.</p> <p>Experience of data analysis, including using Excel.</p>	<p>Previous experience of patient and/or donor records systems/databases.</p> <p>Proven ability to develop and undertake training awareness programmes</p> <p>Knowledge of fundraising regulations.</p> <p>Use of data analysis and reporting tools, such as dashboarding solutions.</p>
<b>Skills / Ability</b>	<p>Ability to understand, interpret and apply guidance and regulations in the context of the hospice and how these should be applied in the context of the Hospice.</p> <p>Able to analyse and interpret information, pre-empting issues and finding solutions.</p> <p>Strong inter-personal skills and ability to build good working relationships.</p> <p>Able to persuade and influence staff to adopt governance processes and requirements.</p> <p>Comfortable challenging practice in a constructive and collaborative manner.</p> <p>Ability to analyse and interpret complex information.</p>	<p>Previous experience of SystemOne, Donorflex and governance/incident reporting systems.</p>

	Effective organisational and time management skills. Strong IT skills.	
<b>Qualities / Attributes</b>	Enthusiasm for IG. Customer-focussed and able to adapt to suit changing requirements. Can communicate and explain requirements and risks clearly and concisely to managers. Ability to be sensitive and empathetic.	