Cumberland Council

Post Specification

Date	**November 2025**
PG Number	**8844**
Post Title	**Information Governance & Disclosure Officer**
Job Family	**Organisational Support**
Job Family Role Profile	**OS12**
Final Grade	**12**

To be read in conjunction with the job family role profile

Service Area description

Resources – Legal Services – Information Governance.

Purpose of this post

To ensure the Council remains compliant with its statutory obligations in ensuring the effective management, handling and learning from statutory access to information regimes across the Council (Freedom of Information, Environmental Information Regulations, Data Protection Act).
To liaise with the Police in responding to request for information as part of the Disclosure Officer function.
To deputise and support the role of the Data Protection Officer and Information Governance Manager where necessary.

Key job specific accountabilities

1. To provide advice and guidance to Senior Managers, Elected Members and Members of the public to ensure the effective management and delivery of requests for information in ensuring that the Council is fully compliant with statutory and local requirements.
2. To review request responses before issue and at internal review stage where applicable, including considering and applying the appropriate legal exemptions, exceptions or redactions that may impact on the response being provided.
3. To be a point of contact for members of the public, police and other persons who are requesting information from the Council, including where information is being withheld.
4. To lead on the development and maintenance of policies and procedures in ensuring the Council remains compliant with regulatory requirements, to provide training on these policies and to ensure that corporate learning informs service improvement across all Directorates.
5. To lead on the development and maintenance of a 'push' system for ensuring that the Council is open and transparent with data, and that the Council's publication scheme enables public access to good quality, relevant and timely information.
6. To review reported data breach incidents in clarifying the risk level associated with the incident, containment actions required and providing incident reports as may be appropriate.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	Management of resources to deliver agreed work programmes. Reporting on effectiveness/efficiency. Managing technical resources and processes within a cost centre, delivering efficiencies wherever possible. Planning future resource requirements.

Staff Management Responsibilities	No line management responsibility Requirements to lead projects in a multi-disciplinary environment.
Other	Management of Workload to ensure statutory timescales met. Failure to meet statutory timescales may result in financial penalties to Council.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications: Certified Data Protection Practitioner or FOI Practitioner or equivalent relevant demonstrable experience.

Knowledge: Expert knowledge of Freedom of Information Act / Environmental Information Regulations, how and when to apply exemptions, as well as Subject Access Request procedures.

Experience: Considerable experience in handling FOI/EIR/SAR as well as other types of requests for information from external sources e.g. Police Disclosure requests
Track record of providing information and advice and support to senior officers and elected members.
Track record of successful relationship building.

Expertise: High level of influencing, negotiation, persuasion and interpersonal skills.
Able to operate standard office equipment and ICT skills at an advanced level.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	• Responding to subject access requests and police requests may involve reviewing highly distressing personal information in relation to the individuals whose information has been requested • There is also a requirement for a degree of resilience working to deadlines, sometimes delivering work at pace, working with a level of expectations/pressure, dealing with challenging customers and stakeholders and reviewing confidential and sensitive information.
Physical Demands	• N/A
Working Conditions	• Office based. Job requires close screen working.

Other Factors

- N/A