



Person Specification

Job Title: Information Governance Administrator

Directorate: Information Communications and Technology

Level of Disclosure check required: N/A

Qualifications:	Essential	Desirable
Excellent working knowledge of current legislation, policies and procedures relating to Information Governance and Freedom of Information/Environmental Information requests.	X	
Knowledge of data analysis and associated software/computer systems, acquired through qualification and/or experience of standard MS Office Packages (including Word, PowerPoint, Outlook, Excel and Access).		X
Experience:	Essential	Desirable
Relevant general administration experience.		X
Behavioural Competencies:	Essential	Desirable
Strong interpersonal and communication skills.	X	
Ability to work on own initiative, or as part of a team.		X
Other:	Essential	Desirable
N/A		