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| **Role Information**  Information Governance Solicitor | GTCS logo_squ blue box (jpeg) (3) |

**Role Details**

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| **Role title** | Information Governance Solicitor |
| **Unit** | Policy |
| **Contract type** | Permanent |
| **Grade** | 8 |
| **Salary range** | £45,246 - £50,271 |
| **Responsible to** | Legal and Governance Manager |
| **Responsible for** | Not applicable |

**Role Purpose**

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| The **Information Governance Solicitor** has a key role in providing legal advice on information governance and managing and developing our information compliance at GTC Scotland to ensure that we manage our information governance risk effectively and get things right through effective information governance frameworks and practice. |

**Role Outline**

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| **Responsibilities of All GTC Scotland Employees** |
| * Commit to GTC Scotland’s values and principles * Understand that our communities improve through the provision of strong and effective education, and you have a role in helping that happen * Take ownership and responsibility through your work * Be self-aware, understanding your own strengths and areas for development * Be a restless learner, seeking opportunities for your own growth * Deliver work effectively to ensure impact * Work collaboratively to share and develop expertise * Ask for help when you need it * Be flexible and adaptive to meet our needs and those of our registrants * Actively find and develop solutions to issues |
| **Role Specific Responsibilities** |
| * Provide specialist legal advice on all areas of information governance, such as data protection and freedom of information compliance, including advice on application of exemptions and content of responses and preparation of the GTC Scotland’s appeal submissions to regulators. * Review changes in legislation, regulatory compliance requirements and industry developments which may impact upon information governance and provide advice, as appropriate, on implementation and compliance. * Support the Legal and Governance Manager, with the support of the Information Governance Officer, in the development, implementation and review of strategies or plans, policies, procedures and guidance in relation to all areas of information governance risk. * Provide legal advice and support to the Information Governance Officer in managing a caseload of complex information access requests, including providing expert input and analysis to respond appropriately in line with statutory timescales and to ensure compliance with all aspects of the relevant legislation. * Take the lead role in drafting and advising on GTC Scotland’s information governance agreements, including Data Sharing Agreements. * Lead the internal review process under the Freedom of Information (Scotland) Act 2002. * Working closely with the Information Governance Officer, support the Information Governance Officer in developing, implementing, and embedding information governance policies, procedures, and controls across GTC Scotland to ensure compliance with the relevant legislation and achieve best practice. * Take overall responsibility for conducting DPIAs, particularly for new service provision, to identify and assess privacy risks to individuals in the collection, use and disclosure of personal information, as well as ongoing review to ensure the privacy risks are being managed appropriately. Maintaining a log of all DPIAs carried out across the organisation. * Support the Information Governance Officer in liaising with the Office of the Scottish Information Commissioner and the UK Information Commissioner’s Officer on GTC Scotland’s behalf as required, including to report data breaches and on applications made to them about GTC Scotland. * Support the Legal and Governance Manager in ensuring appropriate legal and compliance frameworks and audits are in place to provide assurance and identify areas for improvement as well as manage legal risk. * Provide support in instructing external legal suppliers where necessary to ensure they deliver in line with our requirements. * Provide any other advice, training and support that might be required to help ensure GTC Scotland gets things right through effective information governance and compliance with the law. * Perform other duties that may be reasonably required within the scope of your role as assigned to you. |

**Person Specification**

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|  | **Criteria** |
| **Qualifications and Training** | **Essential** |
| Bachelor of Laws degree (LLB or LLB (Hons) (SCQF Level 9 or SCQF Level 10 respectively) and Post Graduate Diploma in Legal Practice or equivalent (SCQF Level 11) |
| Qualified solicitor and holder of (or entitled to hold) a full and unrestricted Law Society of Scotland practising certificate |
| Evidence of ongoing professional learning, in particular in relation to information governance |
| **Desirable** |
| Industry/Post-graduate qualification in information governance |
| **Knowledge, Skills and Experience** | **Essential** |
| Role qualifying experience and expertise as an Information Governance Solicitor |
| Deep specialist knowledge and understanding of current Freedom of Information and Data Protection laws alongside the other law/ regulations applicable to the management of information |
| Experience of policy and process development, particularly in relation to information governance and audit processes |
| Experience of drafting, advising on and managing information governance related agreements, such as data sharing agreements |
| Experience in building and maintaining effective working partnerships with internal and external users and partners |
| Evidence of effective legal decision-making and advice |
| High quality written skills |
| High quality analytical skills |
| Good digital literacy including competency with Microsoft 365 applications (including Outlook, Teams, Word, Excel, PowerPoint, SharePoint, Dynamics) |
| An understanding of professional regulation |
| **Desirable** |
| Experience working for or with a regulatory body |
| Experience working for or with a charity |
| An understanding of the political educational context and the impact for GTC Scotland |
| An understanding of the statutory and corporate governance frameworks within which GTC Scotland operates |
| **Personal Qualities** | **Essential** |
| Excellent communication |
| Influencing and advocacy skills |
| Ability to work with others to develop shared solutions to complex issues |
| Self-directed, excellent organiser |
| A commitment to excellence |
| Ability to maintain confidentiality and discretion |
| **Desirable** |
| Not applicable |
| **Special Conditions** | **Essential** |
| Membership of Law Society of Scotland |
| **Desirable** |
| Not applicable |