



Job Description template

<p>Further guidance (on Source) is available to assist you in completing the job description, where you will also find an example template. The job description should be clear in terms of how it meets the key behaviours of the TfL story which include; how the job holder will be accountable; getting the right things done and working with other people to do it. Also see the guidance on Source for more information on this aspect.</p>	
Job Title	Information Access Manager
Reporting to	Head of Information Governance
Hay score / Pay band	479/ Payband 3
<p>Role Scope</p> <p>Why the job is there (its overall purpose) – <i>what</i> it's responsible for (from TfL's perspective).</p> <p><i>How</i> the job holder needs to carry out this role, e.g. through demonstrating the behaviours ('be accountable', 'get the right things done efficiently' and 'work with others to do it, directly, fairly and consistently').</p>	<p>The Job Holder's primary purpose is to ensure TfL and its subsidiaries (TfL) are able to meet their obligations under legislation governing access to information (including the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations (EIRs) 2004 and the Re-use of Public Sector Information (RPSI) Regulations 2005).</p> <p>Working closely with stakeholders (up to Directors and senior managers) across the business, the Job Holder will use their technical knowledge and expertise to ensure that all of TfL's information access requests are processed efficiently and effectively, that responses satisfy all relevant legal/policy requirements and that associated risks are minimised. They will promote compliance with information access legislation and best practice across TfL, adopting a pragmatic approach which minimises any adverse impact on operational service delivery.</p>
<p>Key Accountabilities</p> <p>The size of the role will be determined by a maximum of 8 key accountabilities, these being the most important to the job. Any more than 8 will not make a difference to the size of the role. They should be one sentence statements that define the end results required of the role, including any key decisions, and any key financial accountabilities.</p>	<ol style="list-style-type: none"> 1. Maintaining an awareness of developments in relevant legislation and codes of practice, and provide a source of expertise to all colleagues within TfL and review and revise TfL's associated policies, standards and guidance 2. Provide practical pro-active advice and guidance to all areas of TfL's business (Directors, senior managers and their teams) on the resolution of complex information access requests, particularly those involving the application of fees or statutory exemptions 3. Ensuring that effective systems and processes are in place in the Information Governance (IG) team and across the organisation to assist in the resolution of information access requests (recommending necessary improvements or corrective action as appropriate) 4. Working with the business to drive compliance with relevant legislation and best practice to ensure that TfL avoids enforcement action and reputational harm 5. Quality control the output of the FOI case management team in IG to ensure that accurate and compliant responses to requests are

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	<p>provided within the statutory deadline</p> <p>6. Contributing to the development and delivery of bespoke training in the area of information access legislation</p> <p>7. Facilitate internal communities of interest and co-ordinate the development and production of information access training materials</p> <p>8. Line manage one Band 3 and five Band 2 employees responsible for the day to day processing of information access requests</p>
<p>Key interfaces</p> <p>Describe key contacts and stakeholders (internal and external) critical to the successful achievement of the accountabilities. Including identifying how the job holder works with other people to achieve accountabilities directly, fairly and consistently.</p>	<p>Internal: colleagues from within the Information Governance team; colleagues involved in the management of agreements with external contractors; colleagues responsible for systems and processes used in the management of information; TfL Press Office; TfL's legal and HR functions; as required, colleagues across the business up to Director level.</p> <p>External: individuals or organisations who have submitted complex information access requests (including customers, employees, journalists, elected representatives, businesses, etc); external service providers which hold TfL information; The Greater London Authority (GLA) and its other functional bodies.</p>
<p>Knowledge the knowledge required to adequately fulfil duties of the role.</p>	<ol style="list-style-type: none"> 1. FOIA, EIRs, RPSI, Data Protection Act 1998 and the Human Rights Act 1998 2. Relevant Codes of Practice, decisions and guidance issued by the Information Commissioner's Office; First-tier Tribunal (Information Rights); Ministry of Justice; Department of the Environment, Food and Rural Affairs; and other sources 3. The principles of good information governance 4. Information and records management issues 5. Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act (FOIA) 2000)
<p>Skills practical skills that are required to do the role.</p>	<ol style="list-style-type: none"> 1. Self-starter with demonstrable ability to anticipate and identify potential problems and their solutions 2. Good communication and influencing skills with the ability to persuade in discussion, negotiation, written reports and presentations 3. Able to explain legal, regulatory and policy requirements to colleagues at all levels and to influence decision making processes 4. Flexible and pro-active approach with the ability to assimilate information quickly 5. The mental agility to assess new ideas or concepts and identify how they may be applied and implemented within TfL 6. Ability to anticipate the effects of organisational, legal and regulatory changes on the processing of information access requests
<p>Experience describing the work experience (not year's) required to be able to fulfil the duties of the role.</p>	<ol style="list-style-type: none"> 1. Working within an information governance/compliance environment 2. Managing, motivating and supervising a team and carrying out quality assurance reviews of their output 3. Liaising with a diverse range of internal and external stakeholders 4. Setting and adjusting priorities in a changing environment 5. Developing a corporate information access/FOI case management strategy

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	6. Evaluating and authorising the use of statutory exemptions, to withhold information in response to an information access request
<p>HEALTH & SAFETY STATEMENT All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. All employees must understand and be committed to Transport for London's Health and Safety Policy statement and the Company's safety priorities and be aware of their contribution to such priorities. All employees must also be aware of and comply with all current health and safety legislation and other Company requirements that are relevant to their role.</p> <p>Note: Accountable and specialist safety related roles will require an additional detailed statement.</p>	
<p>EQUALITY STATEMENT Transport for London values the diversity which exists in our city, and our aspiration is to reflect this diversity in our workforce. All employees must be aware of and committed to the Equality Policy Statement of Transport for London. All employees must also be aware of and comply with other Company requirements associated with Equality and Diversity issues relevant to their role.</p> <p>Note: Accountable and specialist E&I roles will require an additional detailed statement</p>	
<p>CRIME and DISORDER STATEMENT It is a statutory requirement for all departments in TfL to follow Section 17 of the Crime and Disorder Act 1998. Section 17 requires authorities to consider the likely affect on crime and disorder and community safety in all that they do, and take action to prevent crime and disorder, substance misuse, anti-social behaviour and behaviour that adversely affects the environment. TfL has voluntarily been committed to following Section 17 since 2006, but we must all make sure that it is considered in decision making, policies and procedures in the same way that equality and health and safety are.</p>	

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