

CANDIDATE PACK

Information Compliance Officer

Strategy, Planning and Performance

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity, and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Information Compliance Officer

Reports to: Information Compliance Manager

Department: Strategy, Planning and Performance

Grade: NG5

ROLE PURPOSE

The Information Compliance Officer is responsible to the Information Compliance Manager for implementing and enabling the University's Information Compliance programme.

In so doing, the Information Compliance Officer provides specialist advice, guidance and support to colleagues and students, ensuring the University adheres to its statutory obligations under the Data Protection Act (DPA), EU General Data Protection Regulation (GDPR), Freedom of Information Act (FOIA), Environmental Information Regulations (EIR) and Privacy and Electronic Communications Regulations (PECR) and other relevant legislation. The role holder is responsible for organising and coordinating responses under the above legislation.

PRINCIPAL ACCOUNTABILITIES

1. Organise the compliant processing of information requests submitted to the University under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act or General Data Protection Regulations. Collate and administer the requested information and ensure that all requests are accurately and lawfully responded to, balancing the legal rights of individuals with the University's obligations.
2. To supervise the collation of data in response to Subject Access Requests and rectification/deletion of data under other data subject rights. Justify any redactions of data or exceptions according to relevant legislation.
3. Provide support to the Information Compliance Manager in assessing contracts, data sharing agreements, and Data Privacy Impact Assessments.
4. Assist in the investigation of and response to, complex complaints and incidents relating to non-compliance with the GDPR and DPA 2018. Undertake internal reviews of Freedom of Information requests where necessary, prepare, submit papers, and send responses on the outcome of the review.
5. Collaborate with colleagues across the institution to ensure a consistent approach in areas of information compliance and provide specialist advice on how to conform to legislation, especially as they relate to the management of personal and corporate information and assets. Assist the dissemination of formal guidance, training, advice, support to non-specialists (both academic and non-academic) across the University on Data Protection/GDPR and Freedom of Information legislative requirements and recommend courses of action in line with best practice.
6. Create, maintain, and update the University's intranet and website pages in terms of Freedom of Information



and DPA/GDPR resources. Including leading on the development and management of the University's publication scheme online and establishing and identifying the publishing of FOI statistics.

7. Liaise with law enforcement and tax authorities to authorise the release of personal information under Schedule 2 of the Data Protection Act.
8. To assist and support the Information Compliance Manager in communication with the Information Commissioner's Office in relation to the ICO's enquiries and investigations.
9. Participate in meetings and project teams with a view to developing, maintaining, and monitoring the best possible levels of information compliance and quality of service throughout the University.
10. Prepare and review performance statistics and information relating to Freedom of Information and Data Protection on a regular basis and analyse this data for reports as required by the Information Compliance Manager. Keep up to date with key issues in information governance law. Read and interpret guidance and decision notices from the Information Commissioner's Office to apply them to the University's context in the Higher Educational sector.
11. Provide operational cover and representation for the Information Compliance Manager during periods of short-term absence, such as annual leave or illness and co-ordinate administrative support for the University's Information Governance Advisory Group.
12. Undertake any other duties as appropriate within their competence as required by the Information Compliance Manager from time to time.

CONTEXT

At the University of Westminster, diversity, inclusion, and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders. We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse, and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

Our Information Compliance Team brings together professional expertise within a single unit to play a prominent and active role in promoting good information management to the wider University, helping to ensure that all colleagues are aware of their statutory obligations under the relevant legislation.

The Team sits within the Strategy, Planning and Performance (SPP) department, which produces integrated and forward-looking intelligence to support the University in the achievement of its core mission. The Department comprises four teams: Governance, Compliance and Risk; KPI Enhancement; Strategic Planning; and Business Analytics and Market Insight. The Department provides stakeholders with timely, accurate and relevant management information for driving efficiencies and effectiveness; it runs the annual strategic planning round with Colleges and Professional Service Departments; and it is responsible for the effective governance of the University.

The post holder will assist and support the Information Compliance Manager in developing the University's information



compliance strategy and promoting good information compliance practice. Each member of the team is normally given responsibility for particular areas within the list of principal accountabilities, although they will be expected to share workloads during any periods of absence. These particular responsibilities may change over time, and in line with priority activities identified by the Information Compliance Manager.

The post holder will be expected to foster cross team project working and to deliver a culture of sharing knowledge and information with colleagues.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

- Key relationships are with the Governance, Compliance and Risk team, the Records and Archive team and colleagues in Information Systems and Support. The post-holder will build and maintain networks and effective working relationships across the University.
- The post holder is expected to develop relationships with peers within the professional community, both within and outside UK Higher Education to maintain awareness of best practice.
- No line management responsibilities.
- No budgetary responsibilities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- The successful person will be educated to degree standard or have equivalent experience in a relevant governance/information compliance environment.
- A recognised qualification in either Freedom of Information or Data Protection e.g. PDP, ActNow, BCS.

Desirable

- A recognised qualification in both Freedom of Information and Data Protection

TRAINING AND EXPERIENCE

Essential

- Detailed knowledge of legislation and compliance matters in a Public Authority, including the Freedom of Information Act, Data Protection Act (2018), General Data Protection Regulations and PECR (Privacy Electronic Communications Regulations)
- Practical understanding of the implementation of current information compliance law.
- Experience with content management systems e.g. SharePoint

Desirable

- Knowledge of Copyright and Intellectual Property Rights.
- Experience of presenting to wide ranging audiences.
- Evidence of experience in information governance within the public sector.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent organisational ability, time management skills, accuracy, and attention to detail.
- A logical approach to document and case management.
- Good verbal and written communication skills.
- Excellent inter-personal skills and responsiveness to user and colleagues needs.
- Ability to work with minimal supervision and to use own initiative.



- A good understanding of the sensitivity of handling confidential information.
- A good spread of relevant IT skills and knowledge, including some or all of the following: Microsoft Office, use of email and SharePoint.
- Aptitude for self-motivation and willingness to develop relationships across the business and within Higher Education in general.
- Ability to work independently and to be an active and effective team member.
- Ability to prioritise tasks and solve routine problems.
- Flexibility, dedicated, and a willingness to undertake a complex variety of tasks.
- Fully committed to the University's values (progressive, compassionate, responsible) and to contributing to an actively anti-racist, inclusive, and safe environment.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

Desirable

- N/A



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae.
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 07 July 2024

Interviews will take place on 25 July 2024

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

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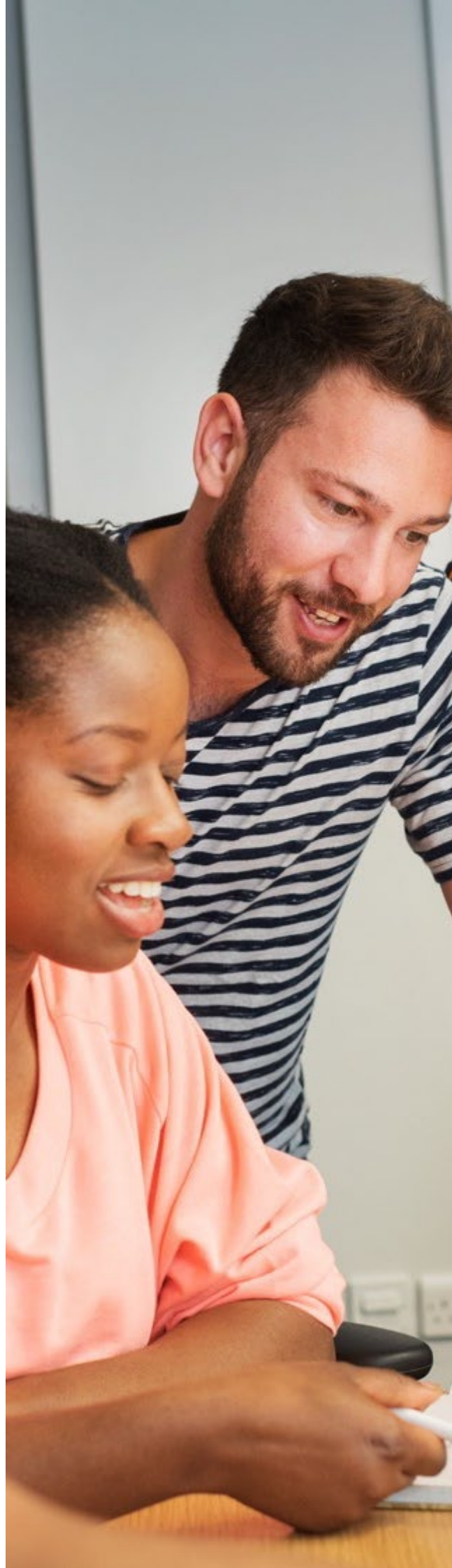
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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