



NHS

**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

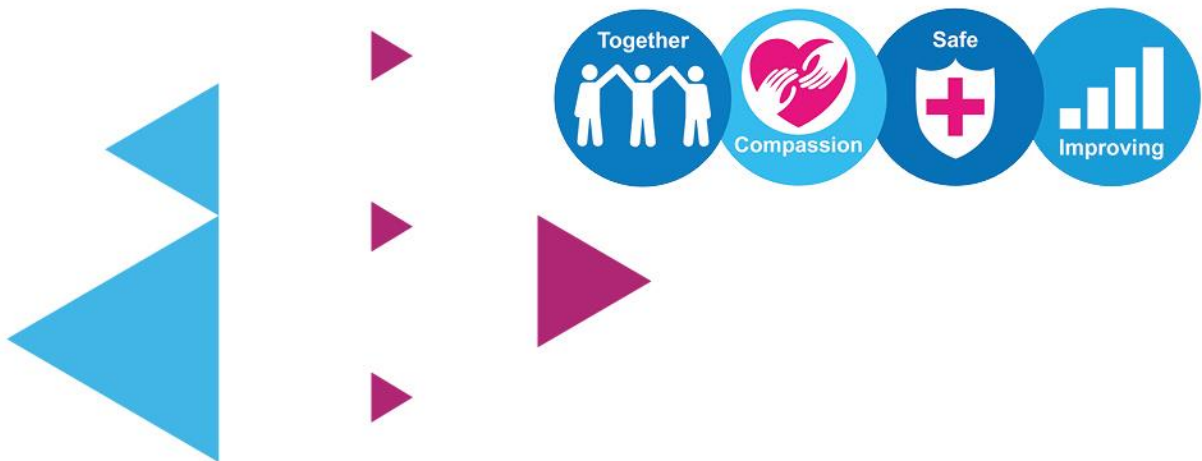
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Central Functions

Job Title: Data, Security & Protection Manager

Band: 7

Location: IM&T Department, RSUH

Hours: 37.5 hours per week (Monday – Friday)

Managerially accountable to: Head of Data, Security & Protection/ Data Protection Officer

Professionally accountable to: Head of Data, Security & Protection/ Data Protection Officer

Role Summary

To facilitate the implementation of local monitoring systems to ensure compliance with national standards including Data Protection Act (2018), Freedom of Information Act (2000) & other regulations, codes of practice and frameworks, as required.

Responsible for ensuring the Trust complies with the requirements of external standards relevant to Data, Security and Protection; to include the DSP toolkit.

Work with the relevant management teams to develop and implement cross-divisional monitoring systems/tools to deliver compliance with DSP standards.

To provide regular reports against required assessment standards to the appropriate operational groups or other equivalent forums as required.

To ensure that mechanisms are in place to enable staff to perform to their highest potential; ensuring all DSP arrangements within the department are robust to deliver and meet DSP compliance.

Lead on the collation of evidence for compliance of the required DSP standards. Complete organisational mapping of evidence across all compliance standards.

Key Areas/Tasks

- It is expected that ALL employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment. It is expected that ALL employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment.
- To ensure communication channels are used appropriately to facilitate the flow of information between relevant parties. To establish and/or participate in an effective team brief and communication system. To deliver reports to large numbers of senior managers Directorate and Trust wide, as required.
- Implement local monitoring systems/tools to ensure compliance with statutory and national standards e.g. DPA (2018), FOI Act (2000)/ Codes of Practices/ Accountability Frameworks and participate fully in regulatory assessment and scrutiny processes.

- Lead on specific DSP requirements and assist the relevant lead in developing tools to monitor compliance against these standards.
- To exchange specialist DSP information to the wider Directorate stakeholders in order to change specialist policies to remain compliant. Advise operational leads of action required to comply with obligations imposed by external stakeholders and ensure that required action is implemented appropriately. Liaise with clinical teams as required.
- Maintain effective and constructive external links i.e. NHSE/I, NHSD and suppliers.
- To observe absolute confidentiality on all information obtained in the course of their work.
- To develop a streamlined and co-ordinated approach to managing all aspects of DSP and any other risk or compliance related issues.
- Provide and receive highly complex, sensitive and/or contentious information, analysing complex qualitative/quantitative information regarding DSP issues.
- Develop and maintain close working relationships with Directorate Management Teams, Information Asset Owners and Supplies and Procurement.
- To participate in and, where appropriate, chair any meetings associated with the development and monitoring of the DSP portfolio.
- The post holder will need excellent knowledge of DSP regulation and accreditation to ensure the Trust is aware of the differing requirements to achieve compliance against the standards.
- Utilise professional knowledge gained through experience, assist in delivering a cohesive DSP structure to co-ordinate all relevant aspects/outcomes of range of activities which underpin the activities of meeting national standards and requirements.
- Professional knowledge acquired through degree/ specialist knowledge & experience to Masters level.
- The post holder will need excellent communication skills, both written and oral. He/she will provide and receive highly complex, sensitive or contentious information and be required to produce reports, policies and procedures and present information.
- Analyse and interpret complex DSP data e.g. DPA, DSPT, FOI, EIR, SAR, DTAC, IDTAs, Codes of Practice and Accountability Framework standards and produce detailed reports identifying gaps in compliance and recommendations to address the gaps.
- The post-holder shall develop and maintain systems of monitoring and reporting which demonstrate compliance. Ensuring such reports are used to effectively manage the delivery of the DSP portfolio.
- Develop and action the process for ensuring that DSP policies and Operating Procedures are fully embedded within the organisation.
- Collate and assess the validity of evidence provided in order to meet DSP standards to ensure compliance.
- Develop and implement local monitoring systems to ensure compliance with national standards including DPA, DSPT, FOI, EIR, SAR, DTAC, IDTAs, Codes of Practice and Accountability Framework standards. Work with responsible leads to develop and implement monitoring systems/tools to deliver Trust compliance with standards.

- Assist in the co-ordination and extraction of information for submission against external DSP accreditation and audit processes e.g. Internal Audit, DSPT, CQC, External Auditors.
- To lead, develop and maintain a governance, regulatory and assurance framework, ensuring actions from local guidelines, accreditations, audits, service reviews, DSP complaints and DSP incidents are identified, implemented, monitored and reported on through the Division and Trusts governance structures. Develop an action plan and lead and introduce systems to enable the Trust to meet Regulatory DSP compliance.
- To lead, develop and maintain an information asset framework. Provide assurance to the Head of DSP/ DPO that all regulatory requirements are in place with monitoring and appropriate adjustments in place.
- To lead, develop and maintain a records management framework. Provide assurance to the Head of DSP/ DPO that all regulatory requirements are in place with monitoring and appropriate adjustments in place.
- To ensure implementation of a comprehensive DSP compliance structure is in place.
- The post holder will assist the Head of DSP/ DPO in the delivery of DSP related projects, cost improvement programmes and service efficiencies that may improve the organisation's operations.
- To interpret the Trust's strategy and IM&T strategy and translate into Team objectives, taking a lead to ensure achievement within the Division/ Directorate.
- The post holder will work with the IM&T Teams and external agencies, such as
 - ICO,
 - CCGs and other Trusts,
 - Suppliers,
 - Local Authorities and National bodies
 - NHSE/I, NHS Digital
- General office and keyboard skills are required.
- Liaise directly with patient and public groups, staff groups, Police and ICO through the organisation of meetings and the provision of information/ reports.
- As requested, advise the Divisional and Directorate Management Teams on all DSP related matters.
- Ensure measures are taken to improve the quality of service to patients and staff.
- Liaise with clinicians as required in relation to DSP issues.
- To ensure maximum learning is gained from all DSP work, and to conform to all Trust and Divisional policies in respect of confidentiality, health and safety and data protection.
- To actively implement and propose changes to policy and to be proactive in identifying areas for improvement. The policies may impact across the Trust and not just in relation to the Division/ Directorate.
- To challenge in a positive manner current working practices and promote a culture of continuous improvement.

- To adapt to change within your own and the Divisional environment.
- To contribute to the definition of the financial resources required to achieve Directorate objectives as part of the budget setting process.
- To support the Head of DSP/ DPO and Directorate Management Team in the development of options for efficiency savings, monitor and review their implementation.
- To assist the Trust to develop, deliver and promote a programme of DSP education, awareness and training, including corporation induction and appropriate Trust-wide initiatives as required.
- Perform the role of Line Manager. To be aware of and respond to staffing issues, including recruitment and selection, training and Human Resource Policies.
- Ensure that the Trust effectively manages and stores all evidence required for external reviews/ accreditation schemes/ incidents reportable to the ICO, ensuring appropriate storage requirements are established and maintained in line with records retention.
- To be responsible for the management of DSP databases and take the role of Information Asset Owner, where required.
- Maintain databases/ systems to ensure integrity, confidentiality and availability of information.
- To maintain confidential reports/records such as personnel files, investigation reports, incident reports.
- Investigate and/or support major/serious untoward incidents, provide and report of findings which include an action plan to address the key risks. Support the Head of DSP/ DPO with incidents reportable to the ICO.
- To ensure DSP related surveys, audits, reviews and analysis are undertaken to inform the DSP agenda.
- Regularly undertake audit and service review activity.
- To ensure relevant policies remain up to date and in line with national and local principles and guidance. Wherever possible work with local health economy partners and external accreditation bodies in interpreting national guidance to develop local policies.
- To ensure relevant DSP policies and procedures remain up to date and in line with current national and local guidance working in conjunction with the Directorate and Divisional Management Teams as required.
- To act as lead specialist on all DSP related matters.
- To be guided by and work within DSP Regulations/ Acts/ Codes of Practices and Frameworks as required.
- Along with the Head of DSP/ DPO take a specialist lead on specific DSP projects at Trust level and in accordance with project management methodology, including facilitating multi-disciplinary and multi-agency project teams and chairing project meetings.
- Light physical effort required.

- Manage conflicting priorities in order to effectively meet objectives and deadlines.
- Regularly write in depth complex reports which require prolonged concentration.
- Analysis of information and data used in report writing is required. Use of multiple databases in which to source information.
- Work schedule regularly interrupted through the demands of meetings, Divisional/ Directorate needs, providing advice in situations that can be classed as potentially urgent.
- Concentration required for checking documents such as policies, analysing statistics and managing conflicting priorities.
- The post-holder will have limited exposure to distressing or emotional circumstances but may have to deliver difficult information where performance has not been met.
- Indirect exposure to emotionally distressing or sensitive information via complaints and investigations.
- The post holder may be required to undertake site visits (supplier related) with some exposure to unpleasant conditions.
- The post holder will be based in the IM&T offices with requirement to travel to other sites as required.
- There will be regular use of VDU.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes

dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding,

obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as

possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Data, Security & Protection Manager

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	<ul style="list-style-type: none"> Degree level education, or equivalent experience in Data, Security & Protection 	✓		Application Form
	<ul style="list-style-type: none"> Foundation Certificate in Information Governance/DSP or equivalent specialist DSP knowledge and experience 	✓		Application Form
	<ul style="list-style-type: none"> GDPR Practitioner Certificate or equivalent specialist knowledge and experience 		✓	Application Form
	<ul style="list-style-type: none"> FOI Practitioner Certificate or equivalent specialist knowledge and experience 		✓	Application Form
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> Demonstrable experience and knowledge in all aspects of Data, Security & Protection and in the interpretation and application of legislation in a large public facing organisation 	✓		Application Form/ Interview
	<ul style="list-style-type: none"> Experience of risk management and DSP compliance systems 	✓		Application Form/ Interview
	<ul style="list-style-type: none"> Excellent knowledge of information asset management requirements 	✓		Application Form/ Interview
	<ul style="list-style-type: none"> Excellent knowledge of records management requirements 	✓		Application Form/ Interview
	<ul style="list-style-type: none"> Ability to deliver and present complex, sensitive and 	✓		Application Form/ Interview

	<p>contentious information in numerous forums.</p> <ul style="list-style-type: none"> • Excellent IT skills, and be able to use a range of data systems • An excellent knowledge of service delivery / organisational skills. • The ability to work effectively on a wide range of issues in a rapidly changing environment and the skill to lead in the project management of major changes • Analytical ability and an ability to assimilate and integrate different schools of thought and complex issues • Proven ability to operate and think laterally at a senior level • Ability to assess, analyse, synthesise and act upon complex performance data • Well-developed communication and influencing skills, with the ability to motivate teams and gain consensus at all levels within the organisation • Proven skills for the investigation, improvement and proactive monitoring of DSP processes, systems and procedures • Experience in leading and implementing projects • Excellent knowledge of cost improvement programmes and initiatives • Successful track record in project management • Knowledge of current NHS trends which influence service provision 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application Form/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/ Interview</p> <p>Interview</p> <p>Application Form/ Interview</p> <p>Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
--	--	--	--	---

