

Person Specification

Post: Information Governance Coordinator

Attributes	Essential	Desirable	How identified
Qualifications	- GCSE Grade 4 or above in English and mathematics (or equivalent) - Willingness to undertake relevant training, including data protection and GDPR training	- Qualification in business administration, information governance, data protection or related field - Data protection or information governance training	- Application - Certification
Experience	- Values driven - Working in a fast-paced administration role, within clear policies and procedures - Applying professional judgement and knowledge relating to complex decisions - Using people information / management information systems - Working with sensitive personal data and an understanding of confidentiality and the principals of GDPR - Building strong relationship with customers / stakeholders	- Working in an inner-city area of high deprivation - Processing subject access requests (SARs) and / or freedom of information (FOI) requests - Generating, collating and providing timely and accurate management information - Using case management or records management systems	- Application - Interview
Knowledge and skills	- High level of attention to detail - Ability to effectively review and manage large volumes of information - Ability to apply professional judgement confidently within area of expertise - Microsoft Office, especially Word, Excel, Outlook and Teams - Understanding of confidentiality and the importance of handling sensitive information appropriately - Commitment to safeguarding	- Understanding of what makes a Dixons academy different and successful - Knowledge of UK GDPR and Data Protection Act 2018 - Understanding of statutory information request processes and deadlines	- Application - Interview - References
Character	- Strong moral purpose and drive for improvement - Mission-aligned - Humble and kind - Motivated, enthusiastic and flexible - Excellent interpersonal skills - Good sense of humour - Desire to develop yourself - Ability to give, receive and act on feedback - Strong attention to detail - Ability to work under pressure - Commitment to the full life of the academy		- Application - Interview - References