



Information Governance Manager (including Data Protection Officer)

(Post Reference NU4025)

Salary Scale: £35,116 – £38,249 per annum

Vice-Chancellor
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students with outdoor and indoor facilities. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy which started in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as 1st for Student Satisfaction 2025 by the Good University Guide, while also we were 1st in the West Midlands and 7th in England for full-time student satisfaction in the National Student Survey 2024. Enrolments from non-selective state schools are one of the highest in the country (99%) and Birmingham Newman University has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with more than 50 schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. Birmingham Newman University has also retained its Silver status in the latest Teaching Excellence Framework, which was published by the Office for Students. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2021) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

Our mission

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a

positive impact on society. Birmingham Newman University prides itself on community and inclusion both on campus in relation to our students but also in terms of outreach and engagement.

Birmingham Newman University is currently implementing the 2020 – 2025 Strategic Framework which was derived from conversations with staff, students and our wider communities. It represents a widely shared view of the future of Birmingham Newman University

This framework presents our objects, vision, mission, values and six strategic objectives, with a focus on working in partnership with, and transforming the lives of our students.

Our values:

- We champion and give voice to the catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our current strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Birmingham Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

Job Description

Job Title:	Information Governance Manager (including Data Protection Officer)
Grade:	6A
Salary:	£35,116 - £38,249 per annum
Hours:	Full time, Permanent role
Department:	University Secretary's Office
Reporting to:	Associate Director (Risk, Resilience and Assurance), University Secretary for the DPO aspects of the role

Purpose of Post:

The University believes that good information governance and assurance practice should be embedded in the way the University operates. The Information Governance Manager role is to enable and ensure that each business area and all members of staff uphold this principle and provide assurance to both the executive and Council in this respect. The role's core objective is to ensure the University complies with all current and future information governance legislation related to data protection, e-privacy and Freedom of Information and governance codes of practice.

The Information Governance Manager includes the Data Protection Officer role, and while the primary responsibility of the post-holder will be to fulfil the statutory obligation and responsibilities of this office, the postholder will work as part of the wider University Secretary's Office team.

The University has undertaken a program of work to establish compliance with the UK Data Protection and information law framework including, the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, The Freedom of Information Act 2000, and the Environmental Information Regulations 2004 e-privacy law. We are also preparing for emerging legislation in data protection and Artificial Intelligence. The University, as a public body, is mandated to designate a Data Protection Officer under the current UK GDPR / DPA 2018. Birmingham Newman University is a data controller that is considered a Public Authority which therefore requires us to maintain a Data Protection Officer function.

The Data Protection Officer role is a governance and advisory role applying their in-depth knowledge of data protection and information laws to the University sector. The Data Protection Officer must maintain and further an infrastructure, which both facilitates the rights of data subjects (including past, present and future visitors, applicants, students, staff, contractors, clients etc.) and enables the University to achieve its core activities and legal responsibilities through accountability at every level of the organisation.

The role is situated within the Risk, Resilience, and Assurance team and reports directly to the Associate Director (Risk, Resilience, and Assurance) for line management purposes. However, as the designated Data Protection Officer (DPO), the post-holder will also maintain a direct reporting line to the University Secretary to ensure the independence required for

fulfilling their statutory obligations under data protection legislation. Given this remit, the post-holder will work with considerable independence and proactivity, while aligning their work with the strategic priorities of the University.

1. Main Responsibilities

(i) Regulatory Compliance and Governance

- Interpret and communicate current and emerging legislation related to data protection, e-privacy, Freedom of Information (FOI), and governance codes of practice to ensure organisational compliance and practical implementation.
- Develop, maintain, and regularly review comprehensive policies, procedures, and management systems to align with legal and regulatory standards (e.g., ISO27001), ensuring appropriate consultation with relevant stakeholders and approval through the University's governance frameworks.
- Establish systems to monitor compliance with policies and legislation and mitigate risks effectively, escalating in line with the University's Risk Management Policy and Framework, and providing periodic assurance reports.
- Manage responses to data protection queries and rights requests, FOI, and EIR requests, ensuring compliance with legal requirements and internal policies.
- Act as the primary point of contact for the ICO and other regulatory bodies, consulting stakeholders as required, while maintaining appropriate independence in decision-making in relation to the monitoring of compliance.
- Act as a primary point of contact for data subjects wishing to exercise their information rights or highlight data protection concerns or issues.

(ii) Training, Awareness, and Cultural Change

- Drive a culture of compliance and understanding regarding information management and related governance arrangements throughout the University; promoting awareness, and empowering staff to take ownership of their responsibilities.
- Lead training initiatives on data protection, privacy, and information risk; collaborating with colleagues in Digital and IT Services to address cybersecurity and information governance training needs; informed by horizon scanning and constantly developing good practice.
- Ensure staff receive appropriate training on data protection and privacy, supplementing existing programmes with topic-specific workshops.
- Work with key individuals within departments to ensure data protection knowledge and culture is embedded throughout the University, creating a network of key contacts through which good practice can be cascaded.

(iii) Leadership and Advisory Role

- Provide expert advice to senior management and committees, influencing policies, business planning, and institutional practices; and know when to escalate and/or seek external expertise on particularly complex or contentious matters.
- Represent the organisation in committees and external networks to share best practices and promote information governance standards.
- Actively participate in and/or manage as appropriate significant University projects, contributing relevant expertise to facilitate operational changes.
- Plan, organise, and manage work to align with strategic and team objectives, ensuring quality service delivery and continuous improvement.
- Resolve complex issues and propose innovative solutions to enhance information governance and compliance systems.

(iv) Record-Keeping and Reporting

- Maintain accurate and compliant records to meet internal and external requirements while seeking to optimise operational effectiveness.

Additional Duties

- Ad hoc project work or other occasional duties as required by the University Secretary commensurate with the level of the post.
- Please note that this role requires the role holder to work predominately on campus.

Data Protection Officer (DPO) Specific Responsibilities

(v) Compliance and Risk Management

- Lead the ongoing development and implementation of the University's data protection action plan.
- Investigate personal data breaches and liaise with internal stakeholders as part of the incident management process. Where necessary being responsible for notification to the ICO as required, ensuring any necessary corrective measures are implemented.
- Provide specialist advice on data sharing agreements, contractual clauses, DPIAs and Transfer Impact Assessments.
- Contribute data protection expertise in the wider work of the University Secretary's Office (e.g. disaster recovery and business continuity, monitoring compliance and related audit evidence and assurance reporting).
- Maintain processing records as per legal requirements and ensure compliance with retention and disposal schedules.

(vi) Systems and Information Security

- Work with IT professionals to address technical elements of data protection and oversee relevant security responsibilities.
- Ensure the appropriate management of highly restricted information in accordance with the University's Information Security Policy.

(vii) Advisory Role to External Partners

- Provide advice where appropriate to University partners on data protection matters while clarifying their independent compliance responsibilities.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by

the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Educational Qualifications and Training	Graduate level qualification or relevant experience at senior level	Application	Experience leading development of good practice in information governance and data protection in a public sector body, ideally higher education sector	Application / interview
	Project Management qualification or relevant experience	Application / interview		
	Data protection qualification or 3 years of substantial relevant experience	Application / interview	Certified Data Protection Practitioner Certified Information privacy professional (Europe) Legal qualification, certification or relevant experience reviewing and interpreting contractual terms.	

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Relevant work experience and / or knowledge	Experience of influencing strategic policy and decision making within a University or complex public or education sector organisation.	Application / interview		
	Ability to contribute to and positively influence developments at an organisation-wide level.	Application / interview		
	Experience of establishing and maintaining data protection compliance across a data rich organisation.	Application / interview		
	Experience of making decisions and solving problems where implications can have a critical impact on the reputation and/or sustainability of the organisation.	Application / interview		
	Experience of driving cultural transformation / effective change management across an organisation, through motivating and empowering a cross-organisational team to deliver agreed outcomes.	Application / interview		
	Excellent understanding of the data protection legislation and how it applies to the Higher Education sector / interpreting complex legislation as well as providing guidance and practical solutions to colleagues to ensure information governance compliance.	Application / interview / presentation/ assessment		

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Relevant and / or Specific skills required	<p>Communicating (verbally and in writing) complex conceptual ideas or complex information to a wide range of people across the University which is highly detailed, technical or specialist.</p> <p>Proactively and reactively liaising with internal and external contacts in order to build relationships, disseminate information and co-ordinate activities in a timely and effective manner, in order to influence events and decisions and/or to undertake active collaboration.</p> <p>Ability to work under pressure and deal sensitively with confidential information.</p> <p>The ability to give informed, evidence based advice to senior leaders.</p> <p>Prudent decision making on legal and sensitive issues.</p> <p>Experience of developing a programme or services for delivering Data Protection, FOI and EIR support within an organisation.</p>	<p>Application/ interview / presentation / assessment</p> <p>Application / interview</p> <p>Application / interview / assessment</p> <p>Application / interview</p> <p>Application / interview</p> <p>Application / interview</p>		

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Personal qualities and attributes	Strong / Proven high level communication, interpersonal and presentation skills.	Application / interview / presentation / assessment	Innovative and creative – ability to generate new ideas and recommendations for change/improvement.	Application / interview
	Effective negotiation skills with the ability to influence others' thinking at a senior level.	Application / interview	Advanced planning, organisational and prioritising skills.	Application / interview
	Strong analytical and problem-solving capability.	Application / interview	Effective leadership/management skills.	Application / interview
	Ability to deliver on significant projects that require coordination across multiple teams / areas of the organisation.	Application / interview		
	Ability to motivate and support others and build team morale.	Application / interview		
Other	Flexibility of hours to meet the needs of the role.	Application / interview		

General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 6A, £35,116 – £38,249 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust \(NEST\)](#) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme,

occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website:

<https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. CV's are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: Monday, 14 July 2025

Interviews will take place on: Wednesday, 30 July 2025

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](https://www.newman.ac.uk/privacy-notice/#blueprint) available at www.newman.ac.uk/privacy-notice/#blueprint 5