



# Director of Information Governance & Compliance Management (Permanent, Full Time)

## GENERAL JOB SPECIFICATION Duties and Terms & Conditions of Employment

### 1. PREAMBLE

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

### 2. CANDIDATE PROFILE AND SCOPE OF THE POSITION

Mary Immaculate College wishes to fill the position of **Director of Information Governance & Compliance Management – Assistant Principal Officer** - on a permanent, full-time basis. This is a new post and it will be situated in the Office of the Vice President Governance & Strategy.

MIC is a large publicly-funded organisation, subject to statutory provision in respect of certain administrative procedures and to sectoral codes of governance practice which set out normal compliance requirements.

Information governance and accountability is a critical dimension of compliance. Requirements include not only adherence to legal instruments such as the General Data Protection Regulation (GDPR), the Irish Data Protection Act and the Irish Freedom of Information Act but the appointment of a senior manager who should act as Data Protection Officer (DPO) and Freedom of Information Decision Maker (as set out under the relevant legislation). These roles are intended to support institutions' observance of legal responsibilities by advising senior management accordingly but also by acting independently of management in the course of deliberation about treatment of information so that the public interest, and the interest of private persons, are served without conflict of interest arising. An essential duty of the **Director of Information Governance & Compliance Management** will be to act as DPO and Freedom of Information Decision Maker on behalf of the College. The Director will coordinate the activities of the MIC Information Compliance & Records Management (ICRM) Office and will have line management responsibility for all staff of the ICRM Office.

As a public body the College is also subject to obligations imposed in service of external oversight mechanisms for the purpose of facilitating public scrutiny. This form of governance requires accommodation of a suite of

responsibilities for providing comfort and accountability to relevant stakeholders through annual external reports that demonstrate how such obligations have been observed and implemented. Examples include (*inter alia*) returns under the Ethics in Public Office Acts, annual reporting under the Protected Disclosures Act and various sections of external reports such as the Annual Statement of Governance and the College's cyclical Performance Compacts. The **Director of Information Governance & Compliance Management** will ensure compliance with these requirements under direct supervision of the Vice President Governance & Strategy and oversight of the MIC Governing Authority.

The proper functioning of duties associated with the **Director of Information Governance & Compliance Management** requires not only thorough familiarity with the full range of sources for the College's responsibilities but implementation of control measures and continuous quality improvement practices which ensure that these critical obligations are met with rigorous application of internal control mechanisms, ongoing checks and validation, robust risk management practice, the documenting, operationalisation and periodic evaluation of fit-for-purpose Standard Operating Procedures (SOPs), and peer review. The Director will be responsible for ensuring best practice is identified and followed in this dimension of the College's compliance activity.

Finally, key functions of this post will be to advise management on relevant policy developments, draft internal policy documents and liaise with professional legal (and other) advisors, as necessary, in order to maintain a compliance environment that meets all obligations as and when they arise.

### **Essential Qualifications, Skills & Experience;**

1. (a) A third level qualification at level 8 or higher on the National Qualifications Framework in public administration, law, or a related discipline, ideally with a specific focus on information governance and/or statutory compliance requirements of public bodies and a minimum of 5 years previous relevant experience at management level, working in the areas of information governance and/or statutory compliance, preferably within a public body;  
**or**  
(b) A minimum of 10 years' previous relevant experience at management level, working in the areas of information governance and/or statutory compliance, preferably within a public body;
2. Experience of having discharged the functions of Data Protection Officer (DPO) or Freedom of Information Decision Maker or having acted in close support of these functions, and having accrued a detailed level of knowledge of, and experience of implementing, associated processes;
3. Expert knowledge of statutory provision and best practice policy and procedure in respect of information governance and accountability, with a particular focus on the contents of the General Data Protection Regulation (GDPR), the Irish Data Protection Act and the Irish Freedom of Information Act, as well as the special relevance of these instruments for public bodies;
4. Demonstrable familiarity with procedural requirements and professional codes of practice for information governance and accountability;
5. Experience of drafting relevant policy documents, as informed by statutory requirements, best practice and professional guidance and/or advice along with evidence of significant experience in internal control practice, risk management and continuous quality assurance;
6. Excellent analytical skills and attention to detail with the ability to gather and examine relevant information from a variety of sources (strategic and operational)
7. Excellent report generation abilities (based on both qualitative and quantitative analysis) in sufficiently accessible formats that serve to inform stakeholder understanding and decision-making.
8. Experience of working collaboratively with a range of internal and external stakeholders and evidence of productive, impactful and sustainable relationships with colleagues engaged in supporting activities including – or closely related to – information governance and compliance environment;

9. Excellent team and people management skills with the ability to provide guidance and direction to others;
10. Excellent IT and data management skills with experience of using fit-for-purpose databases aimed at supporting management reporting, oversight and decision-making;
11. Excellent administrative and organisational skills with experience of change management the ability to prioritise and complete tasks, delivering results under pressure and within deadlines;
12. Personal commitment to appropriate and relevant continuous professional development with evidence of proactive self up-skilling and knowledge acquisition – and the dissemination of learning to relevant peers and stakeholders - in the professional environment of information governance and compliance management.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.  
Applications are welcome from people who have a positive outlook to Irish.*

*Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.*

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The **Director of Information Governance & Compliance Management** is required to carry out the duties set out below, under the general direction of the Vice President of Governance and Strategy to whom they report to, and to whom they are responsible to for the performance of these duties in the first instance.

The successful candidate will report to any such other College Officers as the President may designate from time to time. The appointee will work with members of College Management, and will liaise regularly with the Deans of Faculties, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

- To assume the role of Data Protection Officer and Freedom of Information Decision Maker;
- To advise the President, VPGS and Executive Team of significant developments in respect of information governance and compliance reporting as relevant to the mission and operations of the College;
- Responsible for liaison with external professional legal advisors in respect of information governance and compliance management;
- To direct the operations of the Information Compliance & Records Management (ICRM) Office, inclusive of strategic development of the ICRM function, the setting of reporting metrics, capturing of impact data and the issuing of reports required by the President and the Senior Management team, preparation of budgets, functional coordination with other offices and units within the College (and across the sector), and to act as line manager for ICRM staff;
- To represent the ICRM Office, the VPGS and the requirements of maintaining proper information governance and compliance management on College bodies, committees and working groups;
- To oversee design and delivery of professional up-skilling and training strategies, using a mix of methodologies, that enable College staff to operate appropriately in respect of information governance and accountability and with regard to broader compliance obligations more generally;

- To be the business owner College’s Record of Processing Agreements (ROPA);
- To be the business owner for the College’s Records Retention Schedule and for, generally, maintaining corporate oversight of corporate records and documents;
- To maintain the schedule of institutional policy, inclusive of coordination of the cyclical review process and any necessary amendments introduced from time to time;
- To develop and maintain corporate IP and Copyright protocols and central register of agreements, inclusive (*inter alia*) of Joint Data Control Agreements, Memoranda of Understanding, Confidentiality Agreements and Non-Disclosure Agreements – and to coordinate the necessary workflow towards creation, approval and archiving of such instruments;
- To assume the role of senior institutional contact for Protected Disclosures;
- To develop and implement relevant internal controls and risk management processes and to be the main point of contact for the Audit & Risk Committee, Internal Auditor and External Auditor for information governance and compliance management matters;
- To liaise with the Office of Strategic Marketing & Communications and the ICT Services function for the purpose of monitoring and updating of the MIC website where publication of compliance information and related reporting obligations are required;
- To liaise with President’s Office and Office of the VPGS in relation to ethics in public office returns, maintaining a register of interests and for maintaining control and sign-off of annual declarations in keeping with the Ethics in Public Office Act;
- To maintain the MIC Customer Charter and facilitate its review cyclically, in accordance with a suitable schedule;
- To assist the VPGS in ensuring institutional compliance with –
  - the Charities Act (in respect of relevant compliance requirements);
  - the College’s safeguarding and vetting compliance requirements;
  - the Lobbying Act;
  - the Official Languages Act;
  - Export Control requirements;
  - Environmental returns;
  - All relevant requirements for confirmation of compliance as required under the Annual Governance Statement, Performance Compacts and other external accountability instruments.
- To maintain the College’s schedule of special (non-academic / accredited) College conferrals, awards and prizes and to liaise with all relevant business owners to ensure protocols associated with these are applied consistently.

**Note:** This list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

#### **4. TERMS AND CONDITIONS OF EMPLOYMENT**

##### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

## **Place of Work**

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

## **Exclusivity of Service and Outside Work**

The person appointed will be required to devote their full-time attention and abilities to their duties during their working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, they may not, without the prior written consent of the Vice President Administration and Finance, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

The appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of the Vice President Administration and Finance (VPAF) of Mary Immaculate College to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAF. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

## **Probationary Period**

This appointment is subject to satisfactory completion of the standard 9 month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

## **Hours of Attendance**

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.15pm and Friday 9am to 4.45pm with a 45-minute lunch break each day. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. No overtime will be paid for additional hours worked.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

## **Salary**

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the

salary scale.

The grade for this post is Assistant Principal Officer. With effect from the 1<sup>st</sup> of February 2022, the annual salary scale for the grade of Assistant Principal Officer (Grossed up) is:

€70,399; €72,991; €75,620; €78,258; €80,891; €82,409; LSI €85,067; LSI €87,734

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

### **Superannuation**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

### **Annual Leave**

The annual leave entitlement for this grade is 30 working days per leave year.

Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

## **Sick Leave**

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. Employees who have a minimum 3 month's continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

## **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

## **Health & Safety**

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

## **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

## **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other

property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under their control when the employment is terminated.

## 5. APPLICATION AND SELECTION PROCESS

### Method of Selection for Recommendation

#### *Shortlisting*

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

- (a) A third level qualification at level 8 or higher on the National Qualifications Framework in public administration, law, or a related discipline, ideally with a specific focus on information governance and/or statutory compliance requirements of public bodies and a minimum of 5 years previous relevant experience at management level, working in the areas of information governance and/or statutory compliance, preferably within a public body;
- **or**
- (b) A minimum of 10 years' previous relevant experience at management level, working in the areas of information governance and/or statutory compliance, preferably within a public body;
- Experience of having discharged the functions of Data Protection Officer (DPO) or Freedom of Information Decision Maker or having acted in close support of these functions, and having accrued a detailed level of knowledge of, and experience of implementing, associated processes;
- Expert knowledge of statutory provision and best practice policy and procedure in respect of information governance and accountability, with a particular focus on the contents of the General Data Protection Regulation (GDPR), the Irish Data Protection Act and the Irish Freedom of Information Act, as well as the special relevance of these instruments for public bodies;
- Demonstrable familiarity with procedural requirements and professional codes of practice for information governance and accountability;
- Experience of drafting relevant policy documents, as informed by statutory requirements, best practice and professional guidance and/or advice along with evidence of significant experience in internal control practice, risk management and continuous quality assurance;
- Excellent analytical skills and attention to detail with the ability to gather and examine relevant information from a variety of sources (strategic and operational)
- Excellent report generation abilities (based on both qualitative and quantitative analysis) in sufficiently accessible formats that serve to inform stakeholder understanding and decision-making.
- Excellent team and people management skills with the ability to provide guidance and direction to others;
- Excellent IT and data management skills with experience of using fit-for-purpose databases aimed at supporting management reporting, oversight and decision-making;

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

## *Interview*

The College may require candidates for interview to prepare and deliver a short presentation on a topic relevant to the requirements for this post. Candidates who are deemed to have met the criteria for shortlisting will be informed of the details of such a presentation, if required, in advance of interviews.

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which permanent and temporary appointments to the position of **Director of Information Governance & Compliance Management** may be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

## **Medical Examination**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening.

## **Garda Vetting**

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant

## **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies) Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Director of Information Governance & Compliance Management** - no later than:

**2p.m. on Tuesday 5<sup>th</sup> July 2022**

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

*June 2022*