

Information Governance Officer

Department: Information Governance Officer

Reporting Structure: Reports to the Managing Director/HR Manager

Salary: £22.50/£43,875

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are seeking a highly motivated and detail-oriented Information Governance Officer to join our team at Proffer Solution Ltd. The successful candidate will be responsible for developing and implementing information governance policies and procedures to ensure compliance with data protection regulations and best practices. If you have a strong background in information management and a passion for ensuring data security and privacy, we want to hear from you!

Responsibilities:

- Develop and implement information governance policies and procedures
- Monitor compliance with data protection regulations
- Manage data classification and retention policies
- Conduct risk assessments and audits to identify potential vulnerabilities
- Collaborate with IT and legal teams to address data governance issues
- Provide training and guidance to staff on information governance best practices

Qualifications:

- At least 3 years of experience in information governance or related field
- Strong knowledge of data protection regulations, such as GDPR
- Excellent communication and problem-solving skills
- Ability to work independently and as part of a team
- Certification in information governance or related field is a plus

Preferred Skills

- Knowledge of GDPR.
- Strong communication.
- Analytical skills.
- Good organizational skills.

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan!

If you are passionate about data security and privacy and have the skills and experience we are looking for, we encourage you to apply for this exciting opportunity to join our team at Proffer Solution Ltd!