

Job Title: **Information Governance Officer**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 04/06/2025**

### **Position Overview:**

We are seeking a highly skilled and detail-oriented Information Governance Officer to join our esteemed Staffing and Recruiting team. In this pivotal role, the Information Governance Officer will be responsible for the effective management, protection, and utilization of information assets across the organization. The successful candidate will develop and implement information governance policies, create frameworks to ensure compliance with legal and regulatory standards, and oversee the management of data lifecycle processes. The ideal candidate will have a comprehensive understanding of data management principles, information security protocols, and data privacy regulations. As we strive to enhance the integrity and accessibility of information, the Information Governance Officer will collaborate closely with various departments to foster a culture of accountability and transparency concerning information handling. This role demands a proactive approach to identify risks associated with information governance and to develop strategies to mitigate these risks. The successful applicant will possess strong analytical skills, exceptional communication abilities, and the capability to influence cross-functional teams towards a common goal. If you are passionate about information governance and are looking to make a significant impact within a dynamic organization, we encourage you to apply and join our team of dedicated professionals.

### **Key Responsibilities**

- Develop and implement comprehensive information governance policies and procedures.
- Monitor compliance with data protection laws and internal policies.
- Ensure the integrity, availability, and confidentiality of data assets across the organization.
- Collaborate with IT and other departments to establish best practices for data management.
- Conduct regular audits and assessments of information governance practices.
- Provide training and support to employees regarding information governance and data handling standards.
- Investigate and respond to data breaches and other information security incidents.

### **Requirements:**

- Bachelor's degree in Information Management, Data Governance, or a related field.
- Proven experience in information governance, data management, or compliance roles.
- Strong understanding of data protection regulations such as GDPR and HIPAA.
- Excellent analytical and problem-solving skills.
- Exceptional attention to detail and organizational abilities.
- Effective communication and interpersonal skills, with the ability to influence stakeholders.
- Certifications such as Certified Information Privacy Professional (CIPP) or Certified Information Systems Auditor (CISA) are a plus.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.