



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Assistant Information Manager		
PAYBAND:	B1		
PAY RANGE:	£37,510 – 43,361 per annum (Appointment will normally be made at the minimum of the pay range)		
TEAM:	Strategic Estates		
SECTION:	Business Support – Information Hub		
REPORTS TO:	Head of Information		
NUMBER OF POSTS:	2	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Fixed term for 18 months, (with the possibility of an extension or permanency)		
ISSUE DATE			
20/05/2019			
CLOSING DATE FOR APPLICATIONS			
10/06/2019 at 23:55			

BACKGROUND AND CONTEXT OF THE ROLE

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team Information

Formed in June 2016, Strategic Estates delivers capital investment in the Parliamentary Estate. We face many challenges going forward. Our most recognisable buildings need significant work to keep them in operation whilst also preparing additional decant accommodation to enable longer term plans. This is a challenge we are rising to. We are taking on an increasing portfolio as we begin work on the Northern Estate, prepare for Restoration and Renewal and continue to deliver the many 'in flight' projects and programmes.

The Information Hub (iHub) sits within Business Support and is responsible for ensuring that Strategic Estates compliance with information management principles, Data Protection legislation (GDPR/DPA), Freedom of Information and Environmental Information Regulations requests. The team promotes awareness and understanding of the legislation and provides advice to staff of Strategic Estates and Tier 1 stakeholders.

The team is also responsible for information assurance for Strategic Estates by identifying information security risks via and increasing awareness through the provision of compliance, audit, advice, training and guidance.

JOB SUMMARY AND OBJECTIVES

Job introduction

As Strategic Estates continues to grow and evolve, it is critical that we manage our information effectively. Managing information effectively and sensitively will be critical in helping ensure resources are managed to responsibly.

The main purpose of the Assistant Information Manager's role is to ensure that information, document and records management is run effectively by, and positively supports, Strategic Estates.

The Assistant Information Manager will ensure the following information is readily accessible, considered trustworthy and logged for future record to maximise efficiency and avoid duplication of effort:

- all existing information about the Parliamentary Estate
- all existing Programme information; and
- all programme, project and design information generated from now on

KEY ACCOUNTABILITIES

The post holder will be accountable for:

Working with colleagues to lead on the design and delivery of information assurance awareness and training for Strategic Estates. You will work with the Head of Information, who is responsible to the Business Management Director for the provision of assurance on information management and security. This will include maintaining oversight of policies and procedures, carrying out assurance checks within Strategic Estates and Tier 1 suppliers.

The operation of the Parliamentary Protective Marking Scheme (PPMS), maintenance of Information Asset Registers and data flow maps. You will play a key role in working alongside various projects and attending security working groups representing the iHub team as required.

To help align the Strategic Estates information management activities and processes to the Information Management parliamentary strategy. The iHub seeks to drive and support best information management practice across the estate and Tier 1 suppliers. To achieve this, the core functions are:

- Information security – to ensure our information is held and handled securely
- Information assurance - providing assurance that risks are being managed
- Information governance - reviewing governance arrangements to ensure they support effective decision making
- Information management policy and practices – to make sure that they are fit for purpose relating to the environment in which the department operates
- Document and records management – to make sure there is effective information management
- Audit and compliance – to provide assurance that risk mitigations are operating as intended
- Training and support – to ensure people working for the team have the right skill

KEY RESPONSIBILITIES

To act as a lead for the iHub in information assurance and compliance within Strategic Estates and Tier 1 Suppliers.

Information Compliance and Security

Oversight of Strategic Estates Information including the need for migration of data as new systems are procured, and for any information sharing agreements for information we need from others, to ensure we have one source of the truth and add once, use many times.

- Provide specialist support to the Head of Information in the provision of assurance on information security held in electronic and physical form
- Conduct audits and compliance checks internally and externally
- Identify and manage information security risks across the Strategic Estates, liaising with relevant stakeholders and escalating issues as appropriate
- Help establish and maintain the procedures for production of Information Management and Built Asset Security documentation
- liaise with the BIM Manager and any other consultants regarding Information Management and Built Asset Security documentation and activities
- Maintain oversight of policies and procedures, to identify gaps in provision or business resilience for example - Parliamentary Protective Marking Scheme (PPMS), information loss and personal data breach reporting process and maintenance of registers of sensitive information assets and data maps
- ensure physical security checks are performed as per the security officer responsibilities
- Develop, implement and evaluate interventions to increase staff awareness of information security and its interaction with the House's data protection obligations
- Assess training needs, develop and deliver a range of development tools (classroom, e-learning, briefing papers) for a variety of audiences
- Support all areas within the remit of the iHub, supporting and contributing to the Strategic Estates information management strategy and business plan objectives

Information Assurance and Governance

Support the Head of Information in managing the following;

- Parliamentary policy recommendations
- Programme information management policies & standards
- Promote programme information governance mechanisms
- developing and managing support services to improve electronic ways of working throughout SE environment
- provide advice, guidance and support on all aspects of information management
- ensure due diligence checks are being carried out
- ensure that all training requirements are satisfied regarding external suppliers
- ensure SharePoint collaboration sites are managed IAW current standards
- developing and managing to improve electronic ways of working
- Internal and external information management stakeholders
- Promote the appropriate use of SharePoint 365 to share and safeguard information appropriately
- Review the Strategic Estates information strategy ensuring document and records management, IM policy and aspirations to improve the integrity and quality of corporate data that originates in SE
- Lead cultural change - lead communications and engagement to explain and promote the need for good information management internally and with stakeholders
- Lead on the SE publication policy, ensuring that we proactively publish and share our information, and handle any FOI requests effectively
- Produce, own and manage versions of an Integrated Information Management Plan including IM policies, governance and standards
- Promote the appropriate use of SharePoint 365 to share and safeguard

information appropriately

Information Architecture

- Train or organise training for use of new systems and processes
- Maintain Strategic Estates information architecture documentation
- Ensure adherence to the information architecture
- Set up and close down folders and workspaces for project tasks

Enterprise Content Management

- Document and Records Management
- Building Information Management
- Digital Asset Management
- Deliverable Management

Information Delivery

- Help projects discover and access information assets relevant to their work from all around SE and the wider Houses of Parliament
- Issue information to third parties via systems
- Support the response to FOI requests

Business Process Management and Workflow

- Support the design, document and review of information management processes

Identity & Access Management (IAM)

- Manage access to information systems
- Manage distribution list membership
- Maintain the IAM policy for Strategic Estates

Business Continuity/Disaster Recovery

- Support the prevention of information loss

Management responsibility

This post holder will not have line management responsibility

Stakeholder management and relationships

Key stakeholder relationships

These are key roles in the Strategic Estates team and will interact with colleagues in many parts of Strategic Estates who are engaged in the different workstreams. It has particular relationships with the following:

- All areas of Strategic Estates, in particular the Design Authority, Maintenance & Conservation and Design
- Information Services of both Houses
- Northern Estate Programme
- Restoration and Renewal Programme
- Information Managers
- Consultants
- SE BIM (Building Information Modelling) Manager
- Parliamentary Archives, in particular the Information & Records Management Service, and Preservation & Access team, in relation to policy requirements and digital continuity

Key external relationships

- The consultant design and advisory teams working with Strategic Estates
- Suppliers of professional services and their sub-contractors
- Auditors
- External stakeholders

QUALIFICATIONS AND KNOWLEDGE

The following qualifications, experience or knowledge are required for this role:

Essential

- Educated to degree level or equivalent in information and records management or related discipline
- Experience of working in an environment going through organisational change and some knowledge of organisational change initiatives

Desirable

- An understanding Office 365 and associated Apps, such as SharePoint and One Drive
- Experience of conducting Audits in relation to Cyber Security and Information management
- An understanding of Parliament and how it works
- An understanding of the information needs of construction teams, or of Building Information Management (BIM) including familiarity best practice for governing the management of buildings information e.g. BS 1192:2007, PAS 1192.

SKILLS AND EXPERIENCE		1	2	3
ADDITIONAL INFORMATION				
Location This post will be located on the Parliamentary Estate, Westminster, London	LOCATION		EXERCISE	NEW
Security Criterion 1 – Functional skills and experience Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed. Ideally in a complex and rapidly evolving organisation or programme.				
Criterion 2 – Technical knowledge Applicants should be aware that if they have resided outside of the UK for a t Experience of producing quality Policies and guidelines, seeking out and adopting legal and best practice as appropriate and embedding the use of these through cultural engagement and assurance.				
Criterion 3 – Planning and organising A committed team player, who can also work autonomously to deliver high quality work to tight deadlines in a challenging and complex environment.				
Criterion 4 – Working with people Ability to identify, build and maintain collaborative and effective working relationships with a wide variety of stakeholders.				
Criterion 5 – Communicating Explains, and presents, complex issues so that they are easy to understand and ensuring key project and programme issues are understood by stakeholders. Developed written and verbal communication skills, with the ability to facilitate group discussions and develop internal communication material.				
Criterion 6 - Analysing Effectively analyses all sources of information to identify key issues and options, including gathering information and ideas from outside the organisation to benefit Strategic Estates.				
Desirable Public sector experience and ideally an understanding of political sensitivities.				

than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

Application and selection process

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency-based interview.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

For further information, candidates should refer to these websites – House of Commons careers at www.careers-houseofcommons.org and the UK Parliament at www.parliament.uk.

You can contact the Recruitment team at Recruitment@parliament.uk or by telephone on 020 7219 6011.