

Job Description

Job title	Law & Ethics Specialist (Information Officer)
Reports to	Head of Law & Ethics
Location	Cardiff
Payband	4

Job description

Job Purpose

Accountable to the Head of Law & Ethics to support the proper and cost-effective functioning of Audit Wales (the Auditor General and the Wales Audit Office), chiefly through performing the main duties below, which, in summary involve:

- helping ensure AGW and WAO meet their obligations as data controllers, which includes, for example, data protection breach recording and reporting
- designing, maintaining and implementing other AGW/WAO information governance arrangements—such as handling FOI requests
- providing other Law & Ethics service as required, such as policy and legislative development work, including drafting responses to white paper consultations, answering ad hoc information governance and audit-related queries, and ensuring the Welsh Government does not draw money from the Welsh Consolidated Fund unlawfully

Main Duties

Information governance

- Designing, maintaining and implementing AGW/WAO information governance arrangements—includes drafting/establishing/maintaining Privacy Notices, helping ensure the controller completes Privacy Impact Assessments, promoting compliant contract processing terms, sharing protocols, information governance policy drafting (with others where necessary, e.g. IT security)
- Supporting the Senior Information Risk Officer (SIRO)—the executive director with overall delegated responsibility for ensuring AGW and WAO meeting their obligations as data controllers—this includes maintaining and operating the IAO returns system, supporting SIRO at IAO meetings and IRG attendance.
- Operating information governance arrangements, including handling FOI requests, data protection SARs and maintaining non-AD&G content of transparency web pages, including guide to publication scheme
- Data protection breach recording and reporting
- Keeping abreast of digital developments, both in Audit Wales and more broadly
- Maintaining mapping of personal data processing in Audit Wales (where not provided by the DPO)

Providing training

- Providing information governance induction and ongoing training to all staff, along with other training, such as in relation to information governance and the overall role of Audit Wales.

Horizon scanning, and policy and legislative development work

Job description

- Undertaking horizon scanning in relation to developing policy and legislation relevant to audit functions and corporate compliance
- Assisting the Head of Law & Ethics with legislative and policy developments, e.g. reviewing draft and new legislation, including identifying commencement arrangements.
- Supporting the Head of Law & Ethics in devising Audit Wales-wide arrangements for complying with legislation

Legal advice

- Dealing with demanding volumes of ad hoc legal queries and requests for advice, either directly or where necessary by obtaining external advice. Checking references to legislation in reports for publication.
- Assisting with L&E procurements (e.g. for legal database and solicitors), including through drafting invitations to tender and marking schemes, and evaluating tenders.

WCF control

- Exercising the AGW's Comptroller Function for the Welsh Consolidated Fund (WCF).

Anti-Money Laundering work

- Receiving and making money laundering reports, preparing and presenting annual summary reports on anti-money laundering arrangements to ELT and ARAC, and supporting the Head of L&E with police liaison

Key Results Areas

- Performance of the above duties so that AGW and WAO are not subject to avoidable investigations by the Information Commissioner—and where AGW and WAO are subject to investigations, the Information Commissioner is reasonably satisfied with data protection and FOI compliance
- Positive participant feedback or other evidence of effective training of WAO staff
- Identifying problems and opportunities in developing legislation, and developing responses that eliminate or reduce problems, make good use of opportunities and reflect well on the AGW and WAO
- Providing sound responses to legal queries
- Providing sound control of the Welsh Consolidated Fund, especially identifying unlawful requests to draw from the Fund
- Working constructively and effectively with internal and external colleagues, and in accordance with the Audit Wales values and behaviours

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence and may lead to dismissal and/or prosecution.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy, and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly, and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Audit Wales Dignity at Work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.
 be bilingual. Audit Wales will provide the post-holder with reasonable Welsh-language learning support to maintain essential, and achieve desirable, skills.

Person Specification	
Requirement	Essential or Desirable
1. Qualifications	
1.1 Educated to degree level.	Essential
1.2 Professional qualification, e.g. data protection qualification (BCS Data Protection Practitioner or similar) or relevant legal qualification or experience	Desirable
2. Skills and abilities	
2.1 Ability to prioritise workload and work flexibly to meet competing demands on time	Essential
2.2 Understand the essential requirements of the relevant Welsh Language Standards.	Essential
2.3 Ability to develop and maintain positive and professional working relationships with internal and external colleagues at all levels, including government policy officials, MSs, MPs, councillors, members of the public and colleagues within the Audit Wales.	Essential
2.4 Excellent written and oral communication skills to provide clear and authoritative advice, reports and guidance on complex (usually legally related) issues both for internal and external use.	Essential
2.5 Excellent oral communication skills – giving clear advice on information governance and legal issues in meetings of all sizes and in presentations to WAO staff and officials in audited bodies.	Essential
2.6 Ability to work alone and as a key member of a group of highly skilled staff.	Essential
2.7 Ability in effective planning and organisation, with good attention to detail to ensure workable plans.	Essential
2.8 Ability to act objectively and impartially to serve the best interests of Audit Wales.	Essential
2.9 Ability to reliably interpret and apply legislation, and legal and technical opinion and guidance	Essential
2.10 Able to exercise judgement and decide appropriate courses of action in sensitive and/or difficult situations.	Essential
3. Experience	
3.1 Sound outline knowledge (and preferably some practical experience) of public sector audit and how it relates to government and the wider political environment so as to be able to develop policies and legislation that meet the needs of Audit Wales.	Essential
3.2 Experience and knowledge of legislation relating to governance, audit, public administration, constitution and data protection etc.	Essential

3.3 Experience of dealing with sensitive communications with politicians, officials, businesses, journalists and members of the public.	Essential
4. Personal attributes	
4.1 Able to develop and maintain professional working relationships with colleagues across Audit Wales.	Essential
4.2 Pace of work to ensure a large volume of complex tasks are completed to timetable and quality standards	Essential
4.3 Credibility with Board, staff and external officials, especially through the demonstration of good judgement in relation to legal and information governance matters.	Essential
4.4 Works with a degree of autonomy and little supervision and has a high degree of responsibility for prioritising own work load	Essential
4.5 Keep abreast of developments in audit law and information governance, alert to opportunities for innovation and thinks creatively to resolve problems with service delivery.	Essential
4.6 Confidence to provide constructive challenge to others, at whatever level, e.g. when information governance could be undermined.	Essential
4.7 Integrity so as to always act in the public interest	Essential
5 General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside normal office hours.	Desirable
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.