



JOB DESCRIPTION

Post Title: Governance and Information Officer
Grade: L
Responsible to: Governance and Business Support Manager

Job Purpose

To ensure the effective and efficient:

- management of Requests for Information under the Freedom of Information Act and the Environmental Information Regulation and Subject Access Requests under Data Protection legislation according to the required procedures and supporting on other information governance issues as they arise;
- Addressing organisational questions relating to data sharing and data protection compliance, working with the Governance and Business Support Manager and the legal team; and
- governance support for the Statutory and Non Statutory Boards and Committees including providing support, as necessary to the Teesside Freeport structures (currently in development);

across Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited and the evolving Teesside Freeport governance structures (the '**Group**').

Duties & Responsibilities

1. Assist the activities of the Group's Board and Committees as assigned to you by the Governance and Business Support Manager, to include work programming, advice, preparation of agenda and minutes, research, project planning and report writing.
2. Maintain awareness of changes in legislation, policy and practice in respect of the local government governance and decision-making standards.
3. Liaise with the appropriate Officers within the Combined Authority to ensure the provision of relevant information to Boards and Committees.
4. Coordinate responses to Freedom of Information Requests and Environmental Information Requests in line with relevant legal and procedural requirements
5. Coordinate responses to Data Protection Subject Access Requests according to relevant legislation and procedures.
6. Support the Governance and Business Support Manager on other information governance and data protection issues as they arise.
7. Assist and provide support to the Cabinet, Boards and Committee's and other associated meetings for the Group in line with governance procedures and arrangements and undertake all appropriate tasks associated with the servicing of meetings, in line with constitutional and statutory requirements, where required.

8. Assist and provide support for all associated governance duties of the Combined Authority, including appointments to Committee's, production of an annual schedules of meetings, pre-agenda meetings, the Forward Plan etc.
9. Provide procedural advice to Members, Officers and the public in respect of decision-making and associated governance procedures, including producing written procedural notes as required.
10. Assist with the maintenance of any governance and sections on the Group's website to ensure transparency and openness.
11. Provide cover for duties and meetings in the absence of the Governance and Business Support Manager and other Governance Officers.
12. Attend meetings outside of normal working hours, where required.
13. Deputise for the Governance and Business Support Manager as required.
14. The post holder agrees to working flexibly against the undertaking of duties for any and all part of the Group, (defined as TVCA, TIAL, STDC STSC (known as Teesworks) and their subsidiaries and associated companies), which are commensurate with this job description, at the reasonable request of their manager. Where these duties require indemnification, a separate Group Support Services Agreement pro forma will be issued.
15. Undertake such personal training as may be deemed necessary to undertake the duties and responsibilities of the post.
16. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
17. Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.