



• Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: Information Officer (IT)

Grade: Staff Officer

Salary Scale: £32,880 - £34,011

Department: Operations/IT

Location: House of Sport, Belfast

Responsible to: Operations/IT Manager

Duration: Permanent

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels.

Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives

Our DNA (attached)

Sport NI's values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

The role holder will act as the Information Officer for Sport NI. This will include advising on compliance with relevant legislation including Freedom of Information and GDPR, as well as overseeing Sport NI's Information Management Framework to ensure that the organisation complies with all relevant policies including its own Retention & Disposal Policy.

The Information Officer will be a key member of the Sport NI IT Team. The role holder will also be required to provide line management support to the IT Team. The Sport NI IT Team provides support for a small number of Line of Business Systems and primarily is involved in raising service requests with IT Assist and providing other functional IT support to employees.

Duties and Responsibilities:

Information Management & Freedom of Information

- To ensure compliance with the existing information management legislation, identify areas of non or partial compliance, and produce a remediation plan.
- To provide advice and support to business areas, ensuring FOI compliance with all relevant legislation and guidance.

- To act as the FOI Officer within Sport NI and be the main point of contact for Freedom of Information Requests, allocating these to units where appropriate to gather information, and collating the final responses for senior management approval.

Data Protection

- To act as the primary point of contact within Sport NI for members of staff and any relevant bodies on issues related to data protection.
- To ensure compliance with the existing data protection framework and identify areas of non or partial compliance and produce a remediation plan.
- To maintain records of all data processing activities carried out by Sport NI.
- To provide advice and instructions on how to conduct Data Protection Impact Assessments (DPIAs).
- Where required, to liaise with other organisations that process data on behalf of Sport NI to ensure compliance and address potential issues with Information Management.
- To provide advice to Senior Management as required on how to deal with any data breaches.

IT

- To provide project management support for the Sport NI IT Team, including production of comprehensive and viable project plans. To input into pre and post implementation activities for IT projects, including (but not limited to) budget management, developing business cases, undertaking procurements, contract management and engaging with suppliers.
- To liaise with IT Assist.

Corporate Management and Line Management

- To assist in the effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives.
- To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post's overall objectives, undertaking duties of the post with regard to Sport NI's DNA (Values).

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.