

Role Title: Information Governance Manager
Salary: PO4
Location: Sir Henry Mitchell House
Report to: Head of Governance and Risk

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As Information Governance (IG) Manager, you will be responsible for leading the Trust's Information Governance function, ensuring compliance with UK GDPR, the Data Protection Act 2018, and local authority standards. You will provide expert guidance across the Trust, oversee core IG processes, manage IG officers, and act as deputy to the Data Protection Officer. You will lead on assurance, training, DPIAs, audits, and support the Trust in embedding safe and lawful processing of personal data.



Main Duties and Responsibilities

- Lead and manage the operational delivery of the Trust's Information Governance function, ensuring robust processes and compliance.
- Provide expert advice on Information Governance, privacy, data protection, information security, FOI, EIR and records handling obligations.
- Act as deputy to the Data Protection Officer (DPO), supporting statutory duties and escalation processes.
- Oversee the delivery of IG training, awareness campaigns, policy development and review cycles.
- Lead and quality-assure DPIAs, data sharing agreements, privacy notices and information risk assessments.
- Manage and develop the IG officers, including performance management, coaching and development.
- Support incident and data breach management, root-cause analysis, reporting, and improvement planning.
- Lead IG audits and assurance programmes, producing reports for senior management and governance boards.
- Maintain oversight of SAR, FOI and information rights processes, ensuring statutory timescales and quality standards.
- Develop and maintain strong working relationships with internal and external stakeholders including NHS, Police, Education and partner agencies.
- Promote continuous improvement by identifying trends, analysing data, and recommending service enhancements.
- Provide expert guidance on IG implications of new systems, digital projects and process changes.
- Contribute to relevant governance boards, presenting analysis, reports, risks and findings.
- Undertake other duties commensurate with the grade and nature of the role.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- Degree-level qualification or equivalent experience in information governance, data protection or related field.

Experience

- Significant experience delivering IG services within a public-sector or regulated environment.
- Experience applying UK GDPR and DPA 2018 in practice.
- Experience supervising staff, providing leadership and quality-assurance oversight.
- Experience managing complex information and producing high-quality reports.

Knowledge & Skills

- Expert understanding of information governance frameworks and legislation.
- Strong analytical and problem-solving skills.
- Ability to communicate complex information clearly to a wide range of audiences.
- Ability to work to tight deadlines, prioritise effectively and manage competing demands.
- High level of integrity and ability to handle sensitive information appropriately.

Special Conditions

- Hybrid working role: *minimum 2 days per week in the office.*



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

