

JOB PACK

Information Compliance Manager



Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum, plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer flexible working arrangements, occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

We are looking for an experienced and proactive individual to help Jigsaw maintain the highest standards of data protection and make the most effective use of its data.

The Information Compliance Manager will ensure that Jigsaw operates in accordance with data protection legislation, fulfils its statutory obligations and demonstrates best practice in relation to the management of information and personal data.

The successful candidate will join our governance and regulation team and act as the Group's Data Protection Officer.

Role Summary

The Information Compliance Manager will use their knowledge and experience of data governance and data protection compliance to ensure that Jigsaw's policies, procedures and systems are fit for purpose and GDPR compliant.

The role requires an attention to detail, an ability to provide considered solutions and involve working collaboratively across departments to raise awareness and understanding of both data protection compliance and information management, as well as providing advice and obtaining assurance across the business.

Responsible To - Operations Director - Governance and Regulation

Responsible For - Data Protection Co-Ordinator and Data Protection Apprentice

MAIN TASKS OR ACTIVITIES

1. Acting as the Group's nominated Data Protection Officer.
2. Developing and implementing Jigsaw's information and data management policies, strategies and processes to maintain compliance with all legislative and regulatory requirements.
3. Working with colleagues throughout the business to establish and promote best practice standards for data governance, including providing training and involvement in information process/system projects.
4. Managing the data protection team.
5. Monitoring compliance with data governance requirements through audits, exception reporting and incident reviews.
6. Reporting on data governance activity to senior management and board members.
7. Ensuring accurate records of data management compliance are maintained.
8. Overseeing the implementation and operation of Social Tenant Access to Information Requirements (STAIRs).
9. Following all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with Group policies and procedures.

10. To work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
11. Completing any duty which may be, from time to time, requested by the Operations Director - Governance and Regulation, the Group Director of Corporate Services or the Chief Executive, commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:

The successful candidate must be able to demonstrate:

- An extensive knowledge of data governance and legislation combined with substantial experience of information management best practice.
- A commitment to safeguarding data and supporting others in achieving this.
- Excellent communication skills with a proven record of collaborative working across all levels of an organisation.
- A strong ability to assess complex situations and provide measured and proportionate responses.
- Proven ability to prioritise and manage workloads, meeting tight deadlines.
- IT proficiency, including strong knowledge of Microsoft applications.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice, and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

Cavendish 249
Cavendish Street
Ashton-under-Lyne
OL6 7AT

w: jigsawhomes.org.uk
t: 0300 111 1133
@JigsawHG

Regulated by the Regulator of Social Housing Registration No. LH 4345
Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



Creating homes. Building lives.

