

Job Description

JOB DETAILS			
Position Title:	Information and Compliance Manager		
Reports to Position:	Chief Executive		
Function:	Management		
Location:	UHI House, Old Perth Road, Inverness* (*Flexible working considered)		
Hours:	40 Hours per week, Monday - Friday, 9am-5pm* with a paid lunch break of one hour		
Salary:	£40,000 per annum (potential for increase subject to experience)		
Revision number:	Final	Revision date:	07/11/2024
OUR ORGANISATION			
<p>Inverness and Cromarty Firth Green Freeport (ICFGF) is one of Scotland's two new Green Freeports. The Green Freeport includes some of the country's best sheltered deepwater ports and is already attracting international inward investment interest. Green Freeport status will maximise local and UK-wide benefits from a pipeline of green energy related projects focused mainly on offshore wind and hydrogen projects which will place the Highlands at the heart of the UK's energy transition ambitions.</p> <p>The Board of ICFGF consists of mix of public and private organisations who aim to bring long term economic prosperity, well paid jobs and social benefits to the region. We are a company limited by guarantee which is non-profit distributing, any surplus is retained and used for future operations. We work hand in hand with the UK and Scottish Governments, and with Highland Council who act as "accountable body" for the ICFGF to oversee proper governance and financial management.</p> <p>We are proud to be an Equal Opportunities Employer, we value integrity, inclusion, and equality.</p>			
JOB OBJECTIVE			
<p>The Green Freeport is an initiative supported by the Scottish and UK Governments which will deliver tens of millions of benefits to businesses in the ICFGF tax sites and customs sites. There are therefore strong governance and reporting requirements placed upon all Freeports in the UK. As Information and Compliance Manager you will play a pivotal role in ensuring the integrity, transparency, and compliance within the operations of Inverness and Cromarty Green Freeport. You will be responsible for overseeing data management processes, implementing compliance frameworks, and driving initiatives to uphold regulatory standards and best practices. You will ensure ICFGF has in place the necessary policies in areas such as data protection and information management.</p> <p>The role will involve the collation of performance information from businesses in receipt of support within the ICFGF area, structuring reports and sharing this ICFGF colleagues, board and our three key stakeholders i.e. Highland Council (our accountable body), Scottish Government and UK Government.</p> <p>You will support the CEO in the formation and presentation of performance data for ICFGF as a whole and will lead on the completion of reports as required including the annual performance statement.</p>			

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Data Governance

- Collaborate with landowners, employers and partners to ensure regular and accurate reporting to ICFGF, and ICFGF to local and national Government stakeholders.
- Develop and implement data governance policies and procedures to ensure the accuracy, consistency, and reliability of data across all systems and processes with ICFGF.
- Establish data quality standards and metrics to monitor and evaluate the effectiveness of data management practices.
- Establish an effective and secure system of data capture to support efficiency and ease of reporting.

Compliance Management

- Stay abreast of relevant regulations, laws, and industry standards related to data protection, privacy, and security.
- Design and implement compliance guidance tailored to the specific needs of Inverness and Cromarty Green Freeport.
- Conduct regular audits and assessments to identify compliance gaps and implement corrective actions as necessary.
- Support the CEO in responding to any Freedom of Information enquires or similar information requests.

Data Security

- Implement robust data security measures to protect sensitive information from unauthorised access, disclosure, or misuse.
- Work closely with IT teams to establish procedures, deploy access controls, and other security technologies to safeguard data assets.

Stakeholder Engagement

- Engage with colleagues and external partners to understand their data requirements and ensure alignment with organisational objectives.
- Provide guidance and support to colleagues on data management best practices, compliance requirements, and data-related issues.
- Serve as a subject matter expert on data governance and compliance matters, providing training and awareness sessions as needed.
- Support the CEO and colleagues in the production of reports and management info as required.

WORKING RELATIONSHIPS

- Collaborate with other members of Inverness and Cromarty Firth Green Freeport team, Board, leadership and colleagues and develop and maintain effective external relationships which will support the strategic vision of the organisation.
- Interface with external stakeholders, partners, and vendors to build and maintain positive relationships.

LEVEL OF INFLUENCE

The ICF Green Freeport team will not retain a large staff number (under 10) so the post holder will play an important role in how the business is run on a day-to-day basis, ensuring continual compliance.

PERSON SPECIFICATION

Education

- Relevant certifications (e.g., Certified Information Privacy Professional (CIPP), Certified Information Systems Security Professional (CISSP) preferred.
- Qualification in Business Analytics, Data and Compliance, Information Systems, or a related field.
- A current, clean DBS certificate will be required if not currently held.

Experience, Skills and Aptitudes

- At least 3 years' experience in data management, compliance, or a related field, with a focus on implementing data governance and compliance programs.
- Strong understanding of data protection regulations such as GDPR, CCPA, and other relevant laws.
- Experience with data security and reporting technologies and best practices, including encryption, access control etc.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Experience in using PowerBI to capture and interpret information would be desirable.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Strong organisational skills and the ability to multitask efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office management software and cloud-based filing systems.
- Demonstrated ability to handle sensitive information with discretion.
- Proactive and self-motivated with a strong sense of ownership over responsibilities.
- Ability to prioritise your own workload and multi-task as required.
- A full, clean drivers' licence and access to own transport is preferred however we are welcome to discuss flexible working options and applications from those of all abilities.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.