

We're proud to care
We're proud to work together
We're proud to make a difference

At Moya Cole Hospice, there's one thing that motivates us and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care to ensure Moya Cole Hospice is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference,

People matter

Lead and learn

Brave and bold

Together
we are stronger

Job Role Profile

Job Title: Information Governance and Data Specialist (Digital)

Salary: £32,073 - £39,051 (Band 5 - Competency Based Framework)

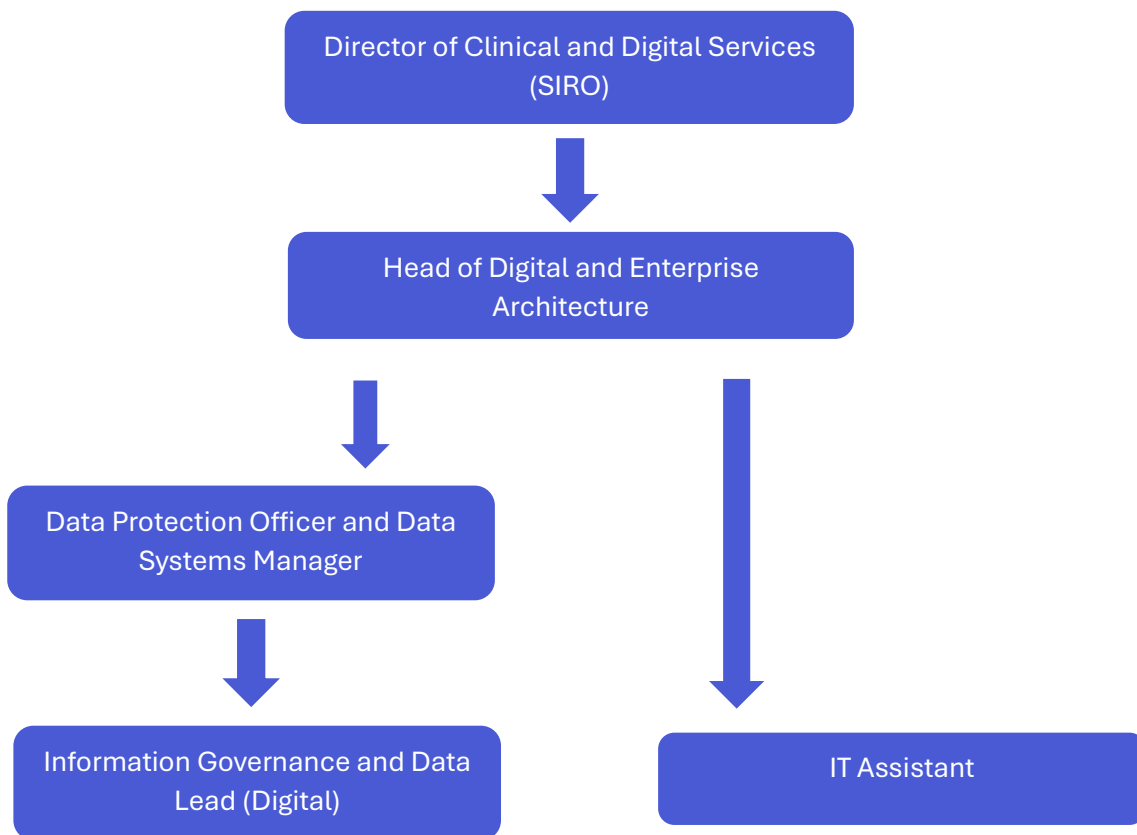
Location: Cross-site with regular travel across Greater Manchester and further afield upon request.

Responsible for: N/A

Responsible to: Data Protection Officer and Data Systems Manager

Core Purpose: The role ensures compliance with relevant legislation, regulatory standards, and best practice in the field of Information Governance, while enabling the secure and ethical use of data to support organisational objectives for Moya Cole and other Hospices. It also involves supporting with the local configuration of digital systems to ensure high data quality and BI reports.

Team Organisational Chart



Job Summary

The job involves staying up to date with current legislation and guidance in the field of Information Governance, interpreting complex regulatory requirements and applying them to our organisational processes and those of other Hospices under our service level agreements.

You will also be involved in configuring digital systems to ensure high data quality and ease of use. This involves collaborating closely with diverse teams to understand their workflows and designing clear, efficient methods for recording essential information and performance data.

This is a varied position that combines analytical thinking, stakeholder engagement, and administrative precision, requiring the ability to apply knowledge flexibly across diverse operational areas. The role demands curiosity and confidence to ask questions, which will enable you to fully understand team activities and identify any information governance implications. You'll need to be proactive in seeking clarity, exploring processes, and challenging assumptions where necessary to ensure compliance and best practice.

Responsibilities

The Information Governance and Data Specialist (Digital) will:

Contribute to the development and implementation of information governance policies and procedures.

Support Information Asset Owners with data flow mapping, data protection impact assessments, information security risk assessments and contract reviews.

Manage incoming requests for information and requests to exercise rights, ensuring legal timeframes are adhered to.

Maintain key governance documentation, including the Information Asset and Flow Register and Rights Request Logs.

Provide training and guidance on information governance best practices.

Support managers to investigate incidents and breaches.

Lead the information governance audit program, supporting with the identification of non-compliance and action plans.

Gather evidence to support the NHS Data Security and Protection (DSP) Toolkit submission.

Preparation of KPI data and meeting papers for the Information Assurance Board, with support from the Data Protection Officer and Data Systems Manager.

Presentation of some Information Assurance Board KPI's and audit reports.

Act as the first point of contact for information governance queries from internal and external stakeholders.

Provide on-site consultation services to other hospices.

Provide support with configuration of digital systems, ensuring they are optimised for data quality, accuracy, and ease of use by teams.

Provide support with data reporting from digital systems.

Deputise for the Data Protection Officer and Data Systems Manager, as needed.

Skills, Qualifications and Experience

The Information Governance and Data Specialist (Digital) will have:

- A degree or equivalent experience
- Knowledge and experience of Data Protection Legislation and Information Governance frameworks within the healthcare or charity sector
- Strong digital literacy skills (understanding how to find, evaluate/analyse, create, and communicate information in a digital environment)
- Awareness of database structures and data management (desirable)

The Information Governance and Data Specialist will be able to:

- Work independently, using initiative to manage competing priorities and adapt to changing deadlines.
- Communicate complex and specialist information clearly, ensuring best practice and legislative requirements are understood by a wide range of audiences.

- Plan, organise, and deliver activities that ensure compliance across all Information Governance work streams.
- Stay focused and complete detailed tasks accurately, demonstrating strong attention to detail and producing high-quality work.
- Maintain strict confidentiality in handling sensitive and personal data.
- Collaborate effectively as part of a team, fostering a positive and supportive working environment.
- Uphold organisational values and act as an ambassador for the Hospice at all times.
- Contribute to fundraising initiatives annually, supporting the wider objectives of the organisation.
- Operate across multiple sites, demonstrating flexibility in undertaking responsibilities wherever required and travel regularly across Greater Manchester, and further afield upon request.

Terms and Conditions for Information Governance and Data Specialist (Digital)

Contract	Full Time / Permanent
Work Pattern	37.5 hours over 5 days per week.
Location	Little Hulton, Heald Green and other locations within Greater Manchester and further afield upon request
Free Parking	Free parking at our Heald Green and Little Hulton sites
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition, employees are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contributions into the scheme in the previous 12 months).
Life Cover	All employees in the Scottish Widows Pension scheme (with the exception of bank employees) are provided with life cover of three times their basic salary in the event of their death whilst employed by Moya Cole Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months
Notice	8 weeks
Safeguarding	Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All employees must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.