

NHS Information Governance

Guidance

Template Job Description

Job Title: Senior Information Risk Owner

Responsible to: Chief Executive

JOB SUMMARY

The Senior Information Risk Owner (SIRO) will be an Executive Director or Senior Management Board Member who will take overall ownership of the Organisation's Information Risk Policy, act as champion for information risk on the Board and provide written advice to the Accounting Officer on the content of the Organisation's Statement of Internal Control in regard to information risk.

The SIRO is expected to understand how the strategic business goals of the Organisation and how other NHS Organisations' business goals may be impacted by information risks, and how those risks may be managed.

The SIRO will implement and lead the NHS Information Governance (IG) risk assessment and management processes within the Organisation and advise the Board on the effectiveness of information risk management across the Organisation

The SIRO shall receive training as necessary to ensure they remain effective in their role as Senior Information Risk Officer.

KEY RELATIONSHIPS

Within the Organisation:

- Chief Executive and other Board members
- Chief Information Officer
- Risk Management Board
- Head of Corporate Services
- IG Lead
- Information Asset Owners
- Risk Managers
- Information Security Manager
- Programme Managers, Technical Architects
- Records Manager
- Caldicott Guardian, although ownership of the Information Risk Policy and risk assessment processes will remain with the SIRO.

Regularly has contact with:

- Chief Executives, other Senior Information Risk Owners, Caldicott Guardians and Information Governance Leads of Dept of Health and other NHS Organisations

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KEY RESPONSIBILITIES

1. Policy and process

- Oversee the development of an Information Risk Policy. This should include a Strategy for implementing the policy within the existing Information Governance Assurance Framework and be compliant with NHS IG policy, standards and methods.
- Take ownership of the assessment processes for information risk, including prioritisation of risks and review of the annual information risk assessment to support and inform the Statement of Internal Control.
- Ensure that the Board and the Accountable Officer are kept up to date and briefed on all information risk issues affecting the organisation and its business partners.
- Review and agree actions in respect of identified information risks.
- Ensure that the Organisation's approach to information risk is effective in terms of resource, commitment and execution, being appropriately communicated to all staff.
- Provide a focal point for the escalation, resolution and/or discussion of information risk issues.
- Ensure that an effective infrastructure is in place to support the role by developing a simple Information Assurance governance structure, with clear lines of Information Asset ownership and reporting with well-defined roles and responsibilities

2. Incident Management

- Ensure that identified information threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with NHS IG requirements.
- To ensure that there are effective mechanisms in place for reporting and managing Serious Untoward Incidents (SUIs) relating to the information of the Organisation. These mechanisms should accommodate technical, operational or procedural improvements arising from lessons learnt.

3. Leadership

- Provide leadership for Information Asset Owners (IAOs) of the Organisation through effective networking structures, sharing of relevant experience, provision of training and creation of information risk reporting structures.
- Advise the Board on the level of Information Risk Management performance within the Organisation, including potential cost reductions and process improvements arising etc

TRAINING

The SIRO will be required to undertake information risk management training at least annually to be able to demonstrate their skills and capabilities are up to date and relevant to the needs of the organisation.