



CabinetOffice

Guidance on non mandatory roles

Audience This paper will be of particular interest to:

- Accounting Officers, SIROs and Knowledge Managers

Action

- Appoint a Knowledge Manager.

Timing As required

Background

1. The Data Handling Review placed a requirement on departments to appoint three mandatory roles, the Accounting Officer (AO), the Senior Information Risk Owner (SIRO) and the Information Asset Owner (IAO). There are however additional roles departments may wish to appoint which are not mandatory.

Guidance

2. The guidance outlines the role description for the Knowledge Manager.

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HEAD OF (KNOWLEDGE AND) INFORMATION MANAGEMENT

The Head of (Knowledge and) Information Management is usually a senior, dedicated professional with responsibility for managing the organisation's overall use of information. Usually working to, or with the CIO, this individual will usually be responsible for co-ordinating the organisation's overall information risk approach, ensuring that professional support and advice is offered to the business, including Information Asset owners, and ensuring that information is managed as an asset. The role will include:

Aspect of Role	For example shown by
<p>Leads and fosters a culture that values, protects and uses information for the public good.</p>	<ul style="list-style-type: none"> • Provides <u>professional expertise</u> in relevant legislation (FOI, PRA, Data Protection, re-use, etc) ensuring that everyone understands their legal obligations and realises potential opportunities. • Prepares the <u>plan</u> for the SIRO and ensures that it is coordinated and implemented. (e.g. manages the training, ongoing induction, etc). • Stays well networked in the wider community to ensure that the department always <u>learns from good practice elsewhere</u>.
<p>Prepares and develops the overall Information Risk Policy and assessment process and keeps it current and relevant.</p>	<ul style="list-style-type: none"> • <u>Prepares</u> the assessment of risk, working alongside business users and using best practice across government. • <u>Advises the SIRO</u> on major risks and their potential impact and mitigation. • <u>Ensures</u> that new risks are understood and managed. • <u>Owens the day-to-day management</u> of the framework and process.
<p>Ensures that information assets are fully used for the public good, including responding to requests for access from others.</p>	<ul style="list-style-type: none"> • <u>Maps key assets</u> held by organisation overall. • Works with Information Asset owners (IAO) to ensure that IAOs understand their legal and regulatory framework, share common approaches and learn from each other. • <u>Assesses opportunities and risks</u> based on request logs and other analysis, taking overview across the organisation. • <u>Reports recommendations to SIRO</u> to ensure Board visibility of opportunities and costs.

