

Company: Information Governance Services Limited
Job Title: Information Governance Trainee
Salary: £23,000 - £27,000 (depending on experience)
Full Time/Part Time: Full Time, 37 hours per week
Contract: Permanent
Start Date: Immediate

Information Governance Trainee

Little about us

We are a consultancy firm that cares deeply about each and every client, this attitude has enabled us to call some of the world's leading institutions as our current and past clients. Currently our consultants all have legal backgrounds (barristers, solicitors, legal executives or law graduates, but this is not necessarily a requirement for the role) and this means that we are first and foremost ethical and always put the needs of our clients before our own. We are hugely ambitious and have massive plans for further growth, and we are looking for ordinary hardworking people with the potential to do extraordinary things, to join us. The successful candidate will be part of a close knit team and given the resources to reach your full potential. We hope (for the right person with the right attitude and ambition) that this will be the last job application you will ever have to make.

Key duties and responsibilities:

- Support the Lead Consultant and/or Consultants to complete client work;
- Work well under instructions and within agreed timelines;
- Conduct research and interpret legislation, regulations and/or guidance and provide a digest to fee earners;
- Study, attend classes and take any necessary exams to develop your knowledge base;
- Empower our clients to develop and support their solutions – so they can be self-sufficient adopters of the latest technologies;
- Bring your technical expertise to the client, wherever they are. You'll help them to develop and maintain cutting-edge solutions, so they remain competitive;
- Perfect your consulting skills to a high standard and professional level, ready to work with our prestigious clients;
- Aim to provide the company and its client's with relevant and up-to-date advice on information security matters in any given project;
- When ready, provide consistent and high quality guidance and advice to clients on data protection and information security matters;
- Support the Data Protection Consultants in delivering training and communication to key stakeholders;
- Work with the business to deal effectively with issue management and data protection matters and if required this will include complaints from customers and employees;

- Maintain compliance with data protection regulations that apply to any of the company's client's businesses, including but not limited to:
 - Data Protection Act 2018;
 - UK GDPR;
 - General Data Protection Regulation (GDPR);
 - Privacy and Electronic Communications Regulations (PECR);
- Any new or developing data protection regulations. Lead and promote data protection and information security compliance across our client's business;
- Assist with data subject rights requests;
- Maintain Records of Processing documents;
- Manage and maintain the company's data protection policies and procedures;
- Lead data protection by design and conduct Data Protection Impact Assessments (DPIA) where appropriate;
- Manage personal data breaches;
- Where appropriate, conduct data protection and information security training;
- If required, assist in reviewing and negotiating contracts with data controllers and data processors;
- Monitor third party governance risk and compliance.

The perks

- For the right person, the opportunity to enter into a structured training programme paid for by the company to expand your knowledge base and develop all the skills you will need to be successful in this role.
- Competitive salary of £23,000 - £27,000 and opportunity for this to increase post-training.
- Annual Bonus.
- Private Medical Healthcare.
- Pension scheme.
- Central London Offices with free Coffee in office.
- Social events.
- To be part of a up and coming consultancy outfit where the sky is the limit.
- Help clients to realise the potential of their data and how to use it to benefit all humans.
- Enable the NHS and leading universities to conduct cutting edge research so they can improve patient's lives and battle pandemics.
- Continued support to help you fulfil your potential – you'll keep advancing your technical skills throughout your career with us.

What we need from you

- Loyalty and integrity.
- Minimum – An undergraduate degree (2.1 or higher).
- A genuine passion for law and technology.
- Discipline to be able to work remotely and fulfil your duties.
- Enthusiasm and willingness to learn tonnes of new skills and new technologies.
- A willingness to advance the companies goals and the realisation what benefits the company will benefit your ongoing growth (both financial and wellbeing).

- Excited at the prospect of working somewhere new (travel expenses covered) – part of the job is working wherever the customer is (when things return to “normal”).
- A go-getter with a can-do attitude.
- Eligible to be able to apply for UK Security Clearance.

How to apply?

Please send the following to careers@informationgovernanceservices.com

- Your **CV**;
- A **covering letter**, either in the body of the email or (maximum 1 A4 page) an attached word document.