



Grays Convent

HIGH SCHOOL

SIRO ROLE PROFILE

Defined responsibilities of the SIRO to be used in addition to an existing substantive role profile

Approved by	Information Governance Board of Finance, Health & Safety Committee of Grays Convent High School
Date Approved	Spring Term 2018
Version	1
Review Date	Spring 2019 or as there are changes in legislation

Our Mission Statement

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

Job Profile

Role Title: Senior Information Risk Owner

Grade: Headteacher

The Role:

- The role of the Senior Information Risk Owner (SIRO) was created to provide board-level accountability and greater assurance that information risks are addressed. The SIRO ensures that information risks are treated as a priority for business outcomes. The SIRO also plays a vital role in getting their organisation to recognise the value of its information enabling them to use it effectively.
- The SIRO as an executive-level champion: Information assets are integral to the functioning of any modern business and essential to delivering corporate objectives. By understanding, addressing and capitalising on the risks and facing an organisation's information assets, a SIRO can ensure services are delivered efficiently and with greater value for money.
- The SIRO as a champion of governance: The SIRO role is an integral part of any organisation's Information Governance Framework. As the SIRO is accountable to the Executive for risks they should actively work with relevant experts and other organisations to determine the most effective and proportionate information control measures.
- The SIRO as a champion for cultural change: The SIRO plays a pivotal role in championing a culture which is resilient, adaptable and open to change in order to effectively deliver business priorities.

Key Accountabilities:

- As SIRO, you manage information risk from a business not a technical perspective.
- You focus on the strategic information risks related to the delivery of corporate objectives. This means you take a holistic approach to information risk across the supply chain and manage it in line with the organisation's risk appetite.

- To achieve this, you work with the Leadership Team to:
 - Establish an information risk strategy which allows assets to be exploited and risks to be managed effectively
 - Identify business-critical information assets and set objectives, priorities and plans to maximise the use of information as a business asset
 - Establish and maintain an appropriate risk appetite with proportionate risk boundaries and tolerances.

- You also work with your colleagues inside and outside your organisation to:
 - Establish an effective Information Governance Framework
 - Act as the champion for information risk within your organisation, being an exemplar for all staff and encouraging the Leadership Team to do likewise
 - Build networks with peers and organisations that can provide essential support and knowledge exchange services
 - Ensure compliance with regulatory, statutory and organisational information security policies and standards
 - Ensure all staff are aware of the necessity for information assurance and of the risks affecting the organisation's corporate information
 - Establish a reporting and learning culture to allow the organisation to understand where problems exist and develop strategies (policies, procedures and awareness campaigns) to prevent problems occurring in the future.

Knowledge, skills & experience:

- Strong knowledge of information legislation and best practice.
- Experience of working with information legislation and risk management in the Public Sector.
- Relevant qualifications in Information Law / Information Governance / Risk Management.
- Understanding of Information Risk Management including horizon scanning for emerging risks, and root cause analysis.
- Good communication and interpersonal skills in order to liaise with staff at all levels, including Leadership level, and build lasting and productive relationships with internal and external stakeholders.