JOB DESCRIPTION

Job Title	Information Management Specialist
Location	London
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement, in the occupied Palestinian territory and Lebanon
Hours	35 Hours per week
Reporting to	Head of Technology
Responsible for	n/a
Salary	£46,248
Key Internal relationships	IT Support Team, Technology Project Manager, Database team
Key External relationships	Possible external solution providers
Contract	12 month Fixed Term Contract

JOB PURPOSE

The Information Management Specialist will focus on the classification of organisational data, ensuring appropriate confidentiality levels, and implementing robust data loss prevention strategies. The role includes analysing and optimizing current SharePoint libraries and leading the development and implementation of an intranet to enhance collaboration and information sharing across the organization.

MAIN RESPONSIBILITIES

Information Classification and Data Confidentiality:

- Develop and implement a comprehensive information classification framework to categorize data based on sensitivity, confidentiality, and regulatory requirements.
- Collaborate with various departments to identify and classify sensitive data, ensuring appropriate security controls and access levels are applied.
- Regularly review and update classification policies and procedures to maintain compliance with legal and regulatory standards (e.g., GDPR, HIPAA).

Data Loss Prevention (DLP):

- Develop, implement, and manage data loss prevention strategies and tools to safeguard sensitive information from unauthorized access, loss, or misuse.
- Monitor and analyse data flows and user activities to detect and respond to potential data breaches or policy violations.
- Work with IT security teams to establish controls and technologies that prevent data leakage (e.g., encryption, access controls).

SharePoint Library Analysis and Optimization:

- Analyse current SharePoint libraries to assess the organization, security, and accessibility of information.
- Develop and implement strategies to optimize SharePoint libraries, including metadata management, document version control, and access permissions.
- Ensure that SharePoint libraries are aligned with the organization's information classification framework and DLP strategies.

Intranet Development and Implementation:
- Lead the planning, development, and implementation of an organizational intranet to enhance internal communication, collaboration, and information sharing.
- Define and document the intranet's structure, features, and functionality, including user roles, content management, and search capabilities.

- Collaborate with stakeholders across departments to ensure the intranet meets user needs and supports organizational goals.

Data Security and Compliance:
- Ensure all data management practices comply with relevant legal, regulatory, and organisational policies.
- Conduct regular security assessments and audits to identify vulnerabilities in data storage and transmission.
- Maintain documentation of data security protocols, risk assessments, and compliance activities.

Training and Awareness:
- Develop and deliver training programs to educate employees about data classification, confidentiality requirements, and data loss prevention practices.
- Create awareness materials (e.g., guides, FAQs) to support employees in understanding and adhering to information management policies.

Stakeholder Collaboration and Support:
- Collaborate with IT, Finance, Audit & Risk and Fundraising teams to align information management initiatives with broader organisational strategies.
- Provide technical support and guidance to end-users regarding SharePoint and the intranet.

SKILLS, EXPERIENCE & CANDIDATE ATTRIBUTES

Experience & Certifications/Qualifications:

- Higher level qualification in Information Management, Data Science, Computer Science, or a related field.
- Demonstrable experience in data classification, data loss prevention, or information security.
- Expertise in SharePoint administration and optimization.
- Strong understanding of data governance, privacy laws, and compliance standards.
- Excellent analytical, problem-solving, and project management skills

Preferred Skills and Competencies:

- Experience with intranet platforms and content management systems (CMS).
- Knowledge of information security frameworks (e.g., ISO 27001) and DLP tools.
- Familiarity with data protection regulations (e.g., GDPR, CCPA).

- Certification in information governance or security (e.g., Certified Information Systems Security Professional (CISSP), Certified Information Privacy Professional (CIPP)).

Flexibility:

- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.

Ethos:

- Support the mission & values of MAP.
- Support and promote diversity and equality of opportunity in the workplace.
- Represent and be an ambassador for MAP.
- Commitment to anti-discriminatory practice and equal opportunities.
- An ability to apply awareness of diversity issues to all areas of work.
- Abide by organisational policies, codes of conduct and practices.
- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.
- Able to work some evenings and weekends.
- Commitment to upholding the rights of people facing disadvantage and discrimination.

Other desirable experience:
- Experience of not-for-profit/INGO environments
- Experience with humanitarian issues, particularly those in Palestine.