

Information Governance Executive

Job Purpose

The Governance Executive will be a valuable member of Sport Ireland's Governance team and will contribute to ensuring Sport Ireland maintains the highest corporate governance standards. The Governance Executive will be a key support for Sport Ireland's Data Protection and Freedom of Information functions.

Key Duties and Responsibilities

The Governance Executive will have an organisation-wide remit within Sport Ireland, with the following duties and responsibilities:

Governance

- Supporting the development of strategy/business plans and implementing best-practice governance standards within Sport Ireland and across the sport sector.
- Regularly supporting the Head of Governance, Risk & Compliance in contributing to Sport Ireland's Boards and Committees' efficient operation.
- Supporting the continued improvement of governance standards within Sport Ireland, assisting in training in relation to information governance and ensuring that policies, procedures, and internal documents are reviewed and updated accordingly.
- Periodically supporting the implementation and administration of Sport Ireland's Risk Management Policy.
- Providing Secretariat services to Sport Ireland Committees and Working Groups, as required.
- Supporting the implementation of Sport Ireland's Compliance Framework.

Information Governance (Data Protection/Freedom of Information)

- Providing support, guidance, and staff assistance to ensure Sport Ireland manages its obligations under the Data Protection Act 2018, Freedom of Information Act 2014 and Data Sharing and Governance Act 2019.
- Supporting the management of Sport Ireland's Freedom of Information service to ensure all statutory requirements are adhered to, as well as consistently discharging Sport Ireland's Freedom of Information functions.
- Acting as the primary contact point for requestors concerning Freedom of Information and Subject Access Requests ensures all requests are responded to efficiently or escalated as required.
- Supporting the implementation and embedding of policies & procedures as they relate to Data Protection across the organisation.
- Supporting the Head of Governance, Risk & Compliance (who also acts as Data Protection Officer, DPO) in conducting investigations into potential data breaches including reviewing breach notifications received, assessing risk levels, communicating with stakeholders, advising on remedial actions or other steps to be taken.
- Supporting the DPO to ensure that notifiable breaches are appropriately reported to the Data Protection Commissioner, if required, and respond to queries raised.

- Assisting relevant business units within Sport Ireland in progressing Data Protection Impact Assessments (DPIAs) and other requirements under the General Data Protection Regulation.
- Maintaining and updating Sport Ireland's Record of Processing Activities (ROPA).

Other Responsibilities

- Undertaking projects, responsibilities and administrative duties as may be assigned from time to time.
- Liaising with all business units within Sport Ireland to ensure that all relevant compliance requirements are identified.
- Assisting in the response to queries from the Department of Culture, Communications and Sport and representations as required.
- Undertaking continuing education and professional development consistent with the post particularly in relation to Data Protection and Freedom of Information.
- Working with the Governance team and colleagues to ensure that Sport Ireland is compliant with Government directives and ensuring that policies and procedures are updated accordingly.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which is appropriate for the position and the needs of the organisation.

Person Specification:

Essential Criteria: Qualifications, Experience & Knowledge.

- A third level qualification in a related discipline, at level 6 or higher on the National Qualifications Framework and a minimum of 1-year relevant experience in a comparable administrative role; **or** a minimum of 3 years' relevant experience in a similar administrative role.
- A broad knowledge and understanding of the Data Protection Act 2018, GDPR and the Freedom of Information Act 2014.
- A broad understanding of risk and compliance matters that pertain to a state agency.

Essential Characteristics: Skills and Abilities

- Strong administration skills, proficiency in MS Office, being capable of presenting information verbally in a clear, concise, and confident manner and must have excellent written skills, with a proven track record in producing high quality written reports.
- Highly organised approach to all tasks, with strong attention to detail and high standards in executing tasks, record management, and procedures.
- Excellent interpersonal skills, an enthusiastic approach to work and career and the ability to comfortably engage with a variety of different stakeholders, and colleagues at different grades.
- Communicate with tact, understanding, and discretion with stakeholders, colleagues, and members of the public when dealing with enquiries/information requests.
- Ability to work independently, to demonstrate initiative and to work as part of a team.
- Ability to flex and adapt to changing demands, manage competing priorities and meet deadlines.

Desirable Criteria: Qualifications, Experience, Knowledge, Skills, and Abilities

- A formal qualification in data protection.
- Previous work experience in an organisation which operates procedures and activities within a state agency.
- The ability to always maintain a high level of confidentiality and discretion when dealing with information.
- An awareness of Codes of Governance and Legislative/Regulatory compliance requirements in the Irish Public Sector.
- The ability to interpret various legislation, directives, and policy and how these may be applied in standard day-to-day process and procedure.
- Knowledge of best practice, emerging trends, and new technologies in the area of Data Protection and Governance.

Additional Information:

Contract: Full-time, 12 Month Fixed Term Contract.

Salary Scale: EO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Wednesday 1st July 2026, 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodation for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.

