

Overview

This standard involves developing, implementing and promoting information management policies and standards to ensure that activities meet organisational requirements and comply with internal and external regulations. It involves ensuring that there is a robust information quality assurance policy and standard for information management in place within the organisation.

This standard is aimed at information management professionals and informatics managers working in the senior professional role and is primarily focussed on developing and implementing the policies and standards to ensure that information management operations are effective.

Performance criteria

You must be able to:

1. design and maintain the organisation's information management policies, standards and procedures in compliance with external standards and organisational requirements
2. define organisational quality standards for information management in line with external standards and organisational requirements
3. define policies for information management that incorporate relevant information security aspects in line with organisational requirements
4. ensure information management quality assurance processes meet organisational requirements
5. implement policies and standards for the sourcing, classification, storage and sharing of information to meet the organisation's information strategy
6. implement policies and standards for the archiving and disposal of information to meet the organisation's information strategy
7. develop procedures for tools used to support information management activities in line with organisational standards
8. communicate organisational policies and procedures for information management to relevant individuals in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. the legislation, regulations and standards relating to information management
2. the internal policies and guidelines for information use and access
3. how to develop policies and standards for information management activities
4. best industry practice for Information quality assurance
5. how to plan, resource, conduct and report on periodic quality assurance audits
6. why legislation and standards relating to information management within an organisation must be reflected in information management procedures
7. relevant external standards and legislation and how to interpret them
8. the importance of monitoring alignment of information management activities with relevant legislation, regulation and external standards and how to do this
9. the sponsors of and stakeholders for any information management activities
10. the organisational processes, tools and techniques used relating to information management activities
11. the importance of prompt action being taken in the event of information management activities not supporting the business needs and/or meeting compliance needs
12. current industry practice for information management quality assurance
13. the range of approaches to information management and their appropriateness in a range of business contexts
14. the importance of communicating in a clear, unambiguous and consistent manner with internal and external resources and stakeholders on information management procedures

Develop and implement information management policies and standards

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