

JOB DESCRIPTION

Post: Compliance Assistant
Grade: Band C **Job Evaluation Ref:** C1071
District/Department: Information Management Department
Sector/Section: -
Location: OCC, Wymondham or Martlesham Heath
Reporting to: Compliance Officer

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To assist in the assurance that personal data held within both Forces is compliant with the Data Protection Act and associated legislation, protocols, guidance and standards.

2. Main activities of the role *(This list is not exhaustive)*

- Assist in the process to conduct reviews in response to Information Commissioners Office Assessments to provide a response to the Information Commissioners Office within the required time limits
- Administer complaints and disputes from members of public on the handling of their information i.e. the accuracy of information held or the retention of information and respond to requests that fall under the Exceptional Case Removal Process.
- Provide specialist advice and guidance to business areas on information compliance related matters
- Assist in information compliance matters such as Privacy Impact Assessments as and when necessary
- Maintain a central Joint System Inventory ensuring it is complete, accurate, up to date and accessible to all relevant staff
- Provide expert advice and guidance on the Information Asset Owners' responsibilities and System Operating Rules
- Assist in the review, amendment and submission of recommendations on the Fair Processing Notice on both Force's external websites and other 'Information Management' data to the Compliance Officer
- Assist in the review, amendment and submission of recommendations to the Compliance Officer on the Annual ICO Notification return for both Forces on behalf of the Head of Dept.
- Escalation of risks/breaches and non-compliance with legislation to the Compliance Officer
- Prepare regular performance reports for the Compliance Officer with exception reporting and make recommendations on data protection compliance processes
- Assist in the identification, development and compliance and other activities associated with the Information Systems and information processes, falling within the scope of the Data Protection Act.
- Any other duties that are commensurate with the role and grade as may be requested by line management.

4. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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Location: OCC, Wymondham or Martlesham Heath

Essential Criteria

1. Experience of working in a compliance environment
2. Knowledge of the Data Protection Act and/or other legislations including the Management of Police Information (MOPI) Statutory Guidance
3. Ability to analyse information from a number of sources to reach a conclusion on the effectiveness of controls and processes
4. Effective verbal and written communication and influencing skills and experience and experience of writing comprehensive reports
5. Good keyboard skills and working knowledge of Microsoft Office Suite
6. Good planning skills with the ability to effectively organise, prioritise and review work to achieve deadlines
7. Ability to work on own initiative with minimal supervision and also as part of a wider team
8. Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines
9. Evidenced ability to create accurate documents, demonstrating excellent attention to detail

Desirable criteria

1. Experience of working in a policing environment
2. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate