

JOB DESCRIPTION

Post: Compliance Officer
Grade: Band E **Job Evaluation Ref:** C225
District/Department: Joint Information Management Department
Sector/Section: -
Location: OCC, Wymondham or Martlesham Heath
Reporting to: Information Compliance Manager (ICM)

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To ensure 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)*

- Conduct reviews in response to Information Commissioner's Office Assessments to provide a response to the Information Commissioner's Office within the required time limits, escalating any significantly complex/contentious matters or areas of risk as necessary to senior managers.
- 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 the business areas on information compliance related matters.
- Represent Information Compliance on Project Boards and assist in information compliance matters such as Privacy Impact Assessments as and when necessary.
- Develop and 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.
- Review, amend and submit recommendations on the Fair Processing Notice on both Force's external websites and other 'Information Management' data to the ICM.
- Review, amend and submit recommendations to the ICM on the annual ICO Notification return for both Forces on behalf of the Head of Department.
- Work with the Information Security Manager to determine the risks when notified of a breach and escalate recommended actions to be taken as necessary.
- Escalation of risks/breaches and non-compliance with legislation to the ICM.
- Prepare regular performance reports for the ICM with exception reporting and make recommendations on data protection compliance processes to provide to the ICM.
- Assist in the identification, development and compliance and other activities associated with Information Systems and information processes, falling within the scope of the Data Protection Act.
- Responsible for ensuring legal obligations within area of business are discharged and raising any concerns of non-compliance with the ICM through regular reporting.
- Line manage the Compliance Assistant including PDR, work allocation, performance, absence, conduct management and continuous professional development of staff.
- Keep up to date with relevant information related legislation i.e. Data Protection Act, Human Rights Act and responsible for being self-aware of national developments, both ACPO and non-policing organisations within area of business and communicate relevant updates to ICM and staff.

- Any other duties that are commensurate with the role and grade as may be requested by line management.

3. **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.

PERSON SPECIFICATION

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District/Department: Joint Information Management
Department

Location: OCC, Wymondham or Martlesham
Heath

Essential Criteria

1. Significant experience working in a compliance environment
2. Knowledge and practical application 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 of writing comprehensive reports
5. Experience of developing and delivering a classroom based training programme
6. Good keyboard skills and working knowledge of Microsoft Office Suite
7. Good planning skills with the ability to effectively organise, prioritise and review work to achieve deadlines
8. Ability to work on own initiative with minimal supervision and also as part of a wider team
9. Experience of supervising and motivating staff with appropriate people management skills
10. Experience of managing a multiple caseload with competing priorities and adhering to strict guidelines
11. Evidenced ability to create accurate documents, demonstrating excellent attention to detail

Desirable criteria

1. Member of the 'Institute of Internal Auditors' or equivalent qualification
2. Experience of working in a policing environment
3. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate