

JOB DESCRIPTION

Post: Freedom of Information Decision Maker
Grade: Band E **Job Evaluation Ref:** B319
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 compliance with the legislation in relation to responding to requests for information and the proactive release of information.

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

- Assist in the development and management of Policy regarding disclosure of information under the Freedom of Information Act 2000 and Environmental Information Regulations, together with associated issues and legislation.
- Manage the Freedom of Information Act and Environmental Information Regulations disclosure process
 - Oversee the administration of all requests for information received by the Unit, including ensuring that requests are logged and actioned in order of priority
 - Oversee the research and response for all Freedom of Information Act and Environmental Information Regulations related requests for information, including ensuring that a minimum of 90% of requests are completed within the statutory deadlines and all requests are handled in accordance with force policy
 - Ensure that processes and documentation meet corporate standards and are capable of producing management information on performance
- Develop and implement a quality assurance framework to review the decision made and research undertaken by the Freedom of Information Senior Assistants and Freedom of Information Researcher
- Proactively manage the Publication Scheme, liaising with other business areas ensuring disclosures are kept up to date
- Prepare regular performance reports for the ICM and make recommendations on Forces' Freedom of Information Act and Environmental Information Regulations and risks
- Provide expert knowledge and advice in respect of Freedom of Information Act and Environmental Information Regulations to internal and external customers such as members of the public seeking to access information.
- 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 and support the Freedom of Information Senior Assistants, Freedom of Information Researcher and their functions, including PDR, work allocation, performance, absence and conduct management and continuous professional development of staff.
- Keep up to date with relevant information related legislation, good practice, protocols, guidance, standards and 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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Essential Criteria

1. Demonstrate experience in a decision making role (preferably involving complex/sensitive cases) with the ability to assess information/situations
2. Demonstrate knowledge and ability to interpret and apply the Freedom of Information Act and Environmental Information Regulations
3. Significant experience in a customer service role
4. Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines
5. Experience of developing and delivering a classroom based training programme
6. Good keyboard skills and a working knowledge of Microsoft Office with the ability to prepare reports, letters and memos
7. Experience of supervising and motivating a team with appropriate people management skills
8. Experience of supervising the delivery of function, ensuring processes are appropriate, efficient and transparent

Desirable criteria

1. Appropriate qualification in Freedom of Information Act and Environmental Information Regulations i.e. ISEB
2. Practical experience of handling requests under the Freedom of Information Act and Environmental Information Regulations, preferably in a policing or public sector context
3. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate