

JOB DESCRIPTION

Post: Freedom of Information Senior Assistant
Grade: Band D **Job Evaluation Ref:** C251
District/Department: Joint Information Management Department
Sector/Section: -
Location: OCC, Wymondham or Martlesham Heath
Reporting to: Freedom of Information Decision Maker

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To assist in the process of responding to requests for information and the proactive release of information under the Freedom of Information Act and Environmental Information Regulations.

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

- Monitor generic email boxes/post to identify requests for information relevant to the Information Management Department
- Log requests by entry into the Case Management System
- 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
- Prepare reports and make recommendations on disclosure and publication of information issues as requested
- Carry out research to co-ordinate and make decisions on disclosures under the Freedom of Information Act and Environmental Information Regulations. In cases of doubt, refer to the Freedom of Information Decision Maker
- Provide disclosure advice on Freedom of Information and Environmental Information Regulations to all staff and volunteers.
- Promote the importance of Freedom of Information and Environmental Information Regulations via presentations and guidance to staff and volunteers
- Proactively manage the Publication Scheme to meet the required standards
- Support the implementation of the Management of Police Information
- 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
- 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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Essential Criteria

1. Practical knowledge of the Freedom of Information Act and Environmental Information Regulations
2. Good planning skills with the ability to effectively organise, prioritise and review work to achieve deadlines
3. Ability to work on own initiative with minimal supervision and also as part of a wider team
4. Experience in a customer service role
5. Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines
6. Demonstrate the ability to produce accurate letters and reports
7. Good keyboard skills and working knowledge of Microsoft Office Suite

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