

JOB DESCRIPTION

Post:	Information Compliance Manager	Post No:	TBC
Grade:	Spot grade £36,390 per annum (subject to full evaluation)	Job Evaluation Ref:	TBC
District/Department:	Joint Information Management		
Sector/Section:	Freedom of Information/Data Protection		
Location:	Norfolk OCC/Suffolk PHQ		
Reporting to:	Head of Joint Information Management		

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Develop and lead the joint Information compliance function, enabling both forces to respond appropriately to requests for information and advice, and ensure that statutory obligations of the Chief Constables are effectively and lawfully discharged with regard to Data Protection, Freedom of Information and compliance/disclosure (including disclosures to the Disclosure & Barring Services).

2. Responsibilities overview statement *(Insert from PSC 13 factor level descriptions)* ***(To be completed post evaluation)***

1. *(Knowledge)*
2. *(Mental Skills)*
3. *(Communication & Interpersonal Skills)*
4. *(Initiative and Independence)*
5. *(Main responsibility factor i.e. Supervisory/Financial/Physical)*

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

- Act as the lead specialist advisor for the Joint Information Compliance function, which includes teams specialising in Data Protection, Freedom of Information, disclosure (including Disclosure & Barring (DBS)) and audit/compliance.
- Develop and lead staff within the Joint Information Compliance function, to:
 - Enable both forces to effectively and lawfully discharge their statutory obligations;
 - Provide specialist advice and training across both forces to improve general awareness and compliance with information management legislation and nationally agreed police standards;
 - Maintain up to date knowledge in their relevant profession
- Oversee the management and working practices of the teams within the Joint Information Compliance function, ensuring compliance with national standards and managing performance to ensure the department delivers a high standard to its internal and external customers. This will include the provision, analysis and use of performance information to ensure that resources are deployed to maximise efficient service provision and benefits
- Develop and maintain policy and procedures to meet the needs of both forces with regard to Data Protection, Freedom of Information Act, disclosure and audit/compliance, proactively researching amendments in legislation and national guidance to implement changes as required
- Support the Head of Joint Information Management in the production and delivery of relevant strategic plans, budgets and performance reports
- Manage an effective audit process of force-owned information assets, enabling both forces to protect and exploit their information assets, and ensure statutory obligations are effectively and lawfully discharged

- Conduct, manage and risk assess specific information compliance projects and data breaches, escalating issues of threat, risk and harm to senior management, as appropriate
- Liaise as necessary with ACPO, Senior/Chief Officers and relevant external bodies including the Home Office, Information Commissioner, College of Policing and Disclosure of Barring Service
- Represent Norfolk and Suffolk Constabularies at local, regional and national forums as appropriate
- 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.

PERSON SPECIFICATION

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District/Department: Joint Information Management
Location: Norfolk OCC/Suffolk PHQ

Essential Criteria

1. Significant practitioner experience in Data Protection and Freedom of Information (FOI) legislation, with evidence of effectively identifying risks of non-compliance and implementing appropriate solutions
2. Experience of developing an audit framework to effectively direct resources to monitor compliance with information management related legislation and standards
3. Demonstrate advanced knowledge of information management related legislation and standards concerning public access to and disclosure of police information
4. Proven experience of effectively dealing with public complaints concerning non-compliance with information management related legislation and standards
5. Demonstrate the ability to effectively form and maintain internal and external relationships
6. Previous experience of developing teams and individuals
7. Excellent communication skills and the ability to effectively summarise and explain complex legislative requirements
8. Ability to travel within Norfolk, Suffolk and further afield as required

Desirable criteria

1. Appropriate qualification in Data Protection/FOI i.e. ISEB
2. Proven experience in managing FOI internal reviews and Data Protection complaints