

	HUMBERSIDE POLICE Role Requirement		Objective Analysis: 040 Organisational Support Post No:
Position Title: Information Compliance Officer		Grade: (Scale 5/6 – career grade)	Vetting Level: MV
Overall Purpose of the role: To provide a comprehensive audit service and fulfil the 'decision maker' role under the Freedom of Information Act (Fol) requirements.			
Generic Roles/Tasks Ensures the managerial, administrative and operational functions of the unit are fulfilled, which will involve the allocation of work to the Information Compliance Assistants and the subsequent monitoring of their workload, Such tasks will routinely include dealing with Subject Access requests and request for information under FOI. Provides the necessary advice and support to the Head of Information Management and provides advice and assistance on all Data Protection and Freedom of Information matters to the Force. Represents Humberside Police at meetings, deputising for Senior Compliance Officer, when necessary. Prepares an annual plan, under the direction of the Senior Information Compliance Officer, to undertake audits of national and force systems in line with the Association of Chief Police Officers (ACPO) Data Protection Audit Manual. Audits force information systems as prescribed in the annual plan, and identifies audit / compliance problems. Recommends appropriate solutions to the Senior Information Compliance Officer. Fulfills the role of 'Decision Maker' in line with the requirements of the Freedom of Information Act 2000 which involves the interpretation and subsequent application of relevant guidance on the FOI Act in reaching decisions on disclosure. Develops and manages a professional training programme for the Information Compliance Assistants, and validates the quality of the work produced. Maintains continuous monitoring of randomly selected entries on the Police National Computer to ascertain the reasons for reports and conducts checks to ensure compliance with the Data Protection Act 1998. Delivers presentations and 'pro-actively' offers advice to senior officers demonstrating resilience in both Data Protection and Freedom of Information legislation. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.			

Responsibility	Decision Making
The postholder is responsible to the Senior Information Compliance Officer for: Ensuring the managerial, administrative and operational functions of the unit are fulfilled; The development of an annual plan to audit both national and force information systems; undertaking audit in a professional manner and reports are provided for prompt action in areas of non-compliance; The accuracy of the advice given; Maintaining an up to date knowledge of legislation, information/developments in Data Protection and Freedom of Information legislation; Citizen focussed policing means reflecting the need and expectations of individuals, colleagues and partnerships in decision making, service delivery and practice. The post holder is responsible for meeting the needs and expectation of individuals by providing appropriate help and advice, taking all concerns seriously and explaining what will be done to address them, including whether or not any further actions will be taken and why. Ensuring that risks to the Force, BCU/Branch which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity; Responsible for using the NDM and THRIVE model in all actions undertaken. As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.	Decision making is of a routine nature within well defined guidelines as laid down by the Data Protection Act 1998. However the postholder will be expected to use judgement and initiative in interpreting the FOI Act regarding disclosure issues. Guidance will be readily available from the Senior Information Compliance Officer.
	Additional Information

Failure to comply with legal obligations with regard to access and disclosure of data can result in legal proceedings being taken out against the Force leading to possible deregistration under the Data Protection Act 1998.			
Reports to		Direct reports:	
Senior Information Compliance Officer		Information Compliance Assistant(s)	
Prepared by:- Sue Brayshaw Date:- March 2016	Confirmed by:- Date:-	Received by:- Date:-	

Person Specification

		Scale 5	Scale 6 (Scale 5 essential criteria and in addition)
Attainments/ Knowledge	Essential	Literate and Numerate Educated to GCSE standard (or equivalent). Possesses an awareness of the application and principles of the Data Protection Act 1998 and the Freedom of Information Act 2000. Should hold or be prepared to work towards the Qualification in Computer Audit (QICA) or equivalent.	Literate and Numerate BTEC/NVQ 3 or equivalent in a Business / Admin related subject. Qualification in Computer Audit (QICA) or equivalent. Possesses a comprehensive knowledge of the application and principles of the Data Protection Act 1998 and the Freedom of Information Act 2000.
	Desirable	BTEC/NVQ 3 or equivalent in a Business / Admin related subject.. Possesses an understanding of the application and principles of the Data Protection Act 1998 and the Freedom of Information Act 2000.	
Experience	Essential	Proven experience within an audit environment. Experience of working in a confidential environment Experience of operating computers to input, amend, retrieve and audit information. Experience of undertaking research/project work. Previous supervisory experience including performance review.	Previous working experience within a Data Protection and/or Freedom of Information field, releasing information in accordance with the respective legislation. Previous working experience within an audit environment. Previous supervisory experience including performance review. Experience of working in a confidential environment Experience of operating computers to input, amend, retrieve and audit information. Experience of undertaking research/project work.
	Desirable	Experience of operating within a police environment. Experience of using Microsoft Office, Force systems e.g. CIS, PNC. Proven experience within an DP/Fol environment, releasing information in accordance with the respective legislation.	Experience of operating within a police environment. Experience of using Microsoft Office, Force systems e.g. CIS, PNC. Experience of making disclosures under the relevant legislation.
Skills/ Specialisms	Essential	Computer literate / keyboarding skills. Excellent written and oral communication skills to be able to communicate at all levels within the force and outside agencies. Report writing skills Ability to collate, analyse and evaluate large volumes of information.	Computer literate / keyboarding skills. Excellent written and oral communication skills to be able to communicate at all levels within the force and outside agencies. Report writing skills Ability to collate, analyse and evaluate large volumes of information.

	Desirable		
Decision Making/ Problem Solving/ Planning	Essential	Demonstrates the ability to use initiative and judgement in the interpretation of issues, requests etc, with an understanding of when to refer matters to supervising officers. Ability to seek out information from non-obvious sources.	Ability to observe when managers need to be advised on areas of concern in the holding and release of data across the force. Demonstrates the ability to use initiative and judgement in the interpretation of issues, requests etc, with an understanding of when to refer matters to supervising officers. Ability to seek out information from non-obvious sources.
	Desirable	Ability to observe when managers need to be advised on areas of concern in the holding and release of data across the force.	
	Essential	Demonstrates attention to detail and accuracy in all tasks undertaken. Ability to work to schedules and deadlines. Confident manner with the ability to gain credibility with others. Flexibility to meet the demands of the post. Access to vehicle/transport.	Demonstrates attention to detail and accuracy in all tasks undertaken. Ability to work to schedules and deadlines. Confident manner with the ability to gain credibility with others. Flexibility to meet the demands of the post. Access to vehicle/transport.
	Desirable	Full current driving licence	Full current driving licence
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.	
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.	