

	<h2 style="text-align: center;">HUMBERSIDE POLICE Role Requirement</h2>	
Position Title: Information Compliance Unit Manager	Grade: MP5	Vetting Level: MV
Overall Purpose of the role: The post holder will be the specialist professional responsible for the strategic direction and management of information, including the development, management and maintenance of policies and procedures that meet the needs of Force with regard to all Information Compliance functions.		
<h3 style="text-align: center;">Main Tasks</h3>		
<ol style="list-style-type: none"> 1. Lead and take individual responsibility to plan, develop and implement all strategy, policy, practice and procedure for allocated portfolio making the best use of resources to enable delivery of required levels of service in relation to all information compliance matters. 2. Provide direction, support and guidance to the Assistant Chief Officer Senior Information Risk Officer (SIRO) and DCC as Deputy SIRO, ensuring effective information, data management and data quality processes and working practices are in place to ensure the statutory obligations of the Force are met. 3. Fulfilling the role of Information Asset Owner (IAO) for all information and information processing systems managed within the business area including: <ul style="list-style-type: none"> • Providing written input on the security and use of information annually to the SIRO and, as required, the Information Management Board (IMB). • Appropriate monitoring activities in support of maintaining good Information Assurance governance, including process, systems, policy and procedure amendment. • Ensuring full compliance with the requirements of General Data Protection Regulations (GDPR). • Ensuring the Force holds all information in accordance with Data Protection requirements. • Proactively reducing, addressing and managing actual or potential security breaches, supported by the Information Security Officer. • Periodic checks of system users access rights, taking appropriate action to revoke such rights when necessary. • Ensuring appropriate controls are in place for the secure handling, storage, movement, and disposal of information and decommissioning of information processing systems. 4. As the Force professional Information Compliance Lead and Force Data Protection Officer, provide expert advice, guidance, interpretation and support to Chief Officers, senior leaders, managers and senior stakeholders in support of corporate decision making and activity. 5. Lead the development and delivery of any relevant strategies, plans and reports ensuring that achievable service levels are established and Unit performance is managed so that all aspects of Information Compliance provide timely and that the appropriate levels of professional standards are maintained and the Force is compliant with legislation and its general duty of care, aligned to the delivery of value for money services. 6. Lead the accurate and timely production and publication of all necessary reports and information relating to the Information Compliance Unit in support of governance arrangements and corporate and tactical decision making to meet the needs of internal and external stakeholders and other interested parties. 		

7. Be the Force authority on areas of legislation or regulation for the Information Compliance Unit and ensure the Force complies with strategies and policies in respect of current legislation and guidelines with regard to all aspects of Force Information.
8. Build and maintain positive working relationships with other senior managers, functional leads and key stakeholders including other Forces, academia and professional bodies to ensure the Unit maintains an awareness, knowledge and understanding of emerging methods, practices and legislation ensuring that an environment of continuous improvement, innovation and learning exists in respect of all activities of the Unit and that emerging best practice and initiatives developed within and outside the police service are evaluated, so that the Unit remains lean, relevant and focused on priority issues.
9. Represent professionally and promote the reputation of the Force at Boards, meetings and conferences, both internally and externally, including the development of appropriate and constructive partnerships with relevant organisations.
10. Ensure integrity, fairness and consideration of the needs of others is incorporated into the daily duties and relationships with colleagues and the conduct and service delivery of allocated portfolio.
11. Proactively manage the performance, attendance and wellbeing of staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
12. 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
<p>The provision of accurate information and advice, ensuring that all legislation, Home Office and NPCC etc. guidelines relative to information compliance including GDPR, DPA, MoPI, FOI's data quality and information sharing are complied with by all members of Humberside Police.</p> <p>Managing Information Security – Including Force Data Protection Officer role, Information Risk, SIRO Advisor, Accreditation, IAO Support, IM/IA Education and Awareness.</p> <p>Ensure effective processes and procedures are in place for Data Quality and Records Management.</p> <p>The management of the Information Compliance Unit.</p> <p>Ensure appropriate practice and procedure for Disclosures - DBS, DBS Barring Team, Civil Disclosure, Cafcass, Common Law Police Disclosure. Advising on multi-agency protocols and undertaking risk assessments for the sharing and disclosure of information, ensuring that the Chief Constable is adequately protected from potential civil actions which could arise from unlawful or improper disclosure of data.</p> <p>Maintaining an up to date knowledge of legislation, information and developments in Data Protection, Information Management, data quality, IT Security and related issues.</p> <p>Supports a high performance culture within the team that drives continuous improvement, efficiency savings and high levels of customer satisfaction.</p>	<p>Decision making will normally be of an interpretative nature in relation to all relevant legislation including MoPI, GDPR, DPA, FOI, data quality etc. The post holder will be expected to use professional judgement and discretion under the multi-agency information sharing agreements. Such decisions must ensure that only relevant information is disclosed to prevent Humberside Police from being placed at risk from civil litigation and adverse publicity. The post holder also has autonomy to make decisions in relation to the deletion of inaccurate information being held on the Force's information systems, usually following a researched complaint</p>
	Additional Information
	<p>Designated Powers No Politically restricted No Radio Post No Uniform Post No</p> <ul style="list-style-type: none"><u>Travel around the force area</u> The post holder will be expected to travel around the force area to various bases.

<p>Ensuring that risks to the Force/Command/ Departments 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;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
Reports To:		Direct reports:
Head of CDB		Data Migration Officer Senior Information Compliance Officer Records Manager Disclosure Manager Information Security Officer
Date Approved by Manager:- 19/06/2019 Manager: D Tranter	Date WFP Approved – 19/06/2019	Confirmed by post holder Signature Print Name Date:-

Person Specification

		MP5
Attainments/ Knowledge	Essential	To be educated to degree level or substantial senior leadership experience in the professional discipline of information compliance / assurance. Must hold a related professional qualification, e.g. CESG Certified Professional (CCP), Accreditor/SIRA, ISO 27001 Auditor, Data Protection Practitioner, ARA Accredited Records Management or similar Sound appreciation of relevant legislation, e.g. GDPR, Computer Misuse Act, Freedom of Information Act, etc.
	Desirable	Demonstration of commitment to continuous professional development
Experience	Essential	Leadership experience and exposure to all aspects of Information Management and Information Assurance and associated legislation. Senior leadership and management experience with a proven track record of delivery in a large complex multi-faceted organisation. Experience of successfully developing and implementing significant organisational strategies, policy and practice and driving and delivering change strategically within an information compliance / assurance environment.
	Desirable	Experience of working in a Police or public sector information security environment. Experience of working with Courts, CPS, Criminal Justice systems, solicitors, etc.
Skills/ Specialisms	Essential	Highly developed communication and influencing skills, with the ability to communicate on complex and sensitive matters in difficult situations at all levels of the organisation. Excellent interpersonal skills. Ability to be persuasive, yet sensitive and tactful. To resolve conflict wisely and authoritatively. Proven ability to understand key levers in different business models, managing staff and key stakeholders and the flexibility to adjust the approach and style. Ability to operate calmly and professionally under pressure and within tight timeframes. Ability to inspire, enthuse, to keep people focused in spite of setback/difficulty. The ability to provide and receive, convey and present, highly complex, sensitive and contentious information to large groups responding openly to questions to ensure full understanding and engagement Demonstrate a track record of developing strong and successful working relationship with a wide number of stakeholders - internal and external, e.g. public, professional / reporting bodies, senior executives, professional advisers, Staff Associations / Trade Unions, users, etc.
	Desirable	Ability to be professional and influential on key issues at Local, Regional and National Levels Computer literate in the use of existing Police Service computer systems.
Decision Making/ Problem Solving/ Planning	Essential	Demonstrate ability to think and contribute strategically at an executive level whilst maintaining a strong focus on operational activity and engagement in relation to information compliance and assurance. Displays a positive, flexible approach to problem solving with the ability to use a high level of initiative and judgement in the interpretation of issues and present accurate justifications of decisions made. Ability to research, plan and prioritise own workload effectively. Ability to work to deadlines under considerable pressure whilst maintaining a high level of accuracy and attention to detail

	Desirable	Ability to interpret and apply legislative acts to new areas of disclosure. Ability to make swift, accurate decisions when required, based on the information given
Codes of Ethics		Code of Ethics 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 both internally and externally a service based on fairness and equality 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. Appreciates 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 and is sensitive to social, cultural and racial differences.
This role requirement is a management document and therefore subject to change		