

Data Auditor

District/Department	Data Office - Performance & Governance	Rank/Grade	Band C
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Role purpose:	Undertake audits of the force systems and technical solutions to ensure compliance with Data Protection legislation, data security standards and national policing requirements.
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Summary of Main Duties:

Work with the Data Risk and Assurance Manager to agree the terms of reference, methodology, plan and schedule for audit work.

Conduct audits in accordance with national guidance, in order to ensure that the force data assets are being processed lawfully and in compliance with applicable standards.

Identify any non-compliant processing of force data assets.

Report audit findings and assist in dissemination to the relevant audience, working with the Data Risk Analyst.

Work with the Risk and Assurance Manager and Data Risk Analyst to analyse audit results and identify good practice and areas for improvement.

Promote and improve understanding of the importance of lawful and compliant processing of data assets within the force.

Provide support and advice for Information Asset Owners and Information Asset Assistants, in relation to data risk management to support continuous improvement.

Implement appropriate tools, dashboards, health-checks, documentation and packages to support Information Asset Owners and the Data Boards (strategic and tactical).

Support the secretariat function to the Data Accountability and Assurance Framework.

Other tasks commensurate with the role as requested by Data Risk and Assurance Manager.

Reports to Data Risk and Assurance Manager.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency

<https://profdev.college.police.uk/competency-values/>

CVF Level

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

	Level 3 - Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	2
We deliver, support and inspire	1
We analyse critically	2
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential Criteria (used for short-listing):
Experience of working in audit (data assets and processes)
Knowledge and experience of risk management processes and related legislation (e,g Data Protection Act) and standards of best practice
Experience of producing management reports, including areas for improvement and best practice
Excellent communication skills, including the ability to explain and summarise complex information
In-depth working knowledge of Microsoft 365 products
Able to travel within and outside the force area, as required by the role
Desirable:
Experience of auditing police data assets
Relevant auditing qualification
Knowledge of a policing environment