

Information Rights Manager

District/Department	Data Office – Performance & Governance	Rank/Grade	Band E
Role purpose:	Manage the team responsible for information rights requests under Data Protection and Freedom of Information legislation. Develop policies and procedures to underpin force compliance in this area.		
Summary of Main Duties:			
<ul style="list-style-type: none">To monitor, supervise and assist with all information rights requests under Data Protection and Freedom of Information legislation, ensuring the unit complies fully with the legislative timeframes and to produce performance management information on the unit.To redact documents and make decisions ensuring material released/disclosed to people making requests is done so appropriately and within the relevant legislative time limits.To engage with data owners providing training, advice, assistance and consultation to enable more accountability for their data.To conduct audits on data owners, co-ordinating and supervising their involvement with information provision, and to produce a written report outlining the level of compliance achieved with the Freedom of Information legislation. Recommending remedial measures, where poor practice is in evidence.To provide advice and information to members of the public, police officers and police staff on matters relating to information rights requests and related legislation.Provide relevant briefings/presentations to the SCT, Office of the Police and Crime Commissioner and other groups, internally and externally on information rights related issues.Establish, maintain and develop administrative systems within the Unit.Maintain and update manual computer filing systems, registers and document libraries, such as the publication scheme.Management and development of the Senior Disclosure Officer.Any other duties commensurate with the grade, as required by the Head of Department.Other tasks commensurate with the role as requested by Head of Data Assurance.Reporting to the Head of Data Assurance.			
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	3
We take ownership	3
We are collaborative	3
We deliver, support and inspire	3
We analyse critically	3
We are innovative and open-minded	3
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential Criteria (used for short-listing):

Educated to degree, or equivalent, standard

Specialist relevant DP/FOI/Information Rights Governance qualification, or 3 years equivalent experience in a similar organisation working in a relevant role

Management qualification, or at least 2 years relevant recent experience in managing, leading and motivating staff

Proven experience of applying Data Protection and Freedom of Information legislation in an information rights context

Experience of writing information rights responses, including Internal Reviews

Experience of the development and implementation of policies and procedures

Good communication and stakeholder management skills

Able to travel within and outside the force area, as required by the role

Desirable:

3 years experience and knowledge in Policing