

Role Title: Information Governance Officer

## ROLE PROFILE



<b>Role Title</b>	Information Governance Officer	<b>Reporting to</b>	Governance Manager and Data Protection Officer
<b>Section</b>	OPCC	<b>District/Department</b>	Office of the Police and Crime Commissioner (OPCC)
<b>Tenure</b>		<b>Rank/Grade</b>	POA

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Support the development and implementation of processes to ensure the OPCC is compliant with data protection and freedom of information legislation and regulations.
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<b>Key outputs for role</b>
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the OPCC Code of Ethics ensuring that the OPCC values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Support the Line Manager to develop and promote data protection and information management policies, procedures, guidance and networks in order to ensure lawful processing, compliance with data subject rights and best practice in line with the requirements of data protection legislation and regulations, the Freedom of Information Act 2000 and the Human Rights Act 1998.</li><li>3. Work with OPCC colleagues and partner organisations across West Yorkshire to implement compliant information sharing practices to facilitate effective partnership working in order to deliver the Police and Crime Commissioner's (PCC's) Police and Crime Plan.</li><li>4. Act as a point of contact for data protection and information management in the OPCC in order to provide support and advice to colleagues on a range of data protection issues, referring matters to the Line Manager as required.</li><li>5. Undertake information audits across the OPCC in order to identify compliance with data protection legislation, preparing gap analyses and action plans in liaison with the Line Manager as required.</li><li>6. Manage information in the OPCC to ensure appropriate retention and disposal and effective response to requests for disclosure within the statutory timeframes; assessing harm and preparing public interest tests, liaising with members of the Joint Independent Audit and Ethics Committee to facilitate reviews of disclosure and preparing information for submission to the Information Commissioner's Office in order to ensure compliance with Freedom of Information and Data Protection legislation.</li><li>7. To assist the Line Manager in the preparation of correspondence for the Information Commissioner's Office in relation to the Freedom of Information Act, subject access, data subject rights and data breaches, including ensuring diligent investigation and research in order to ensure compliance with Freedom of Information and Data Protection legislation.</li><li>8. Maintain the OPCC publication scheme and prepare information for disclosure on the PCC's website in liaison with the OPCC Communications Team in order to ensure compliance with transparency regulations.</li><li>9. With a flexible approach to working within a dynamic and changing environment, provide any other support necessary to enable the PCC to fulfil their role.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Support the OPCC in the compliance with relevant legislation in order to mitigate the risk of monetary fines.</li><li>• Ensure all subject access requests are dealt with within the required timeframe.</li><li>• Ensure all freedom of information requests are dealt with within the required timeframe.</li><li>• Support the governance arrangements for information management in the OPCC to enable the PCC to comply with statutory requirements.</li><li>• Provide any other support necessary to enable the PCC to fulfil their role.</li></ul>

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#### Work/Business contacts

**Internal:** OPCC staff and the Police and Crime Commissioner, police officers and police staff at various levels, Trade Unions, Staff Associations, Police Federation, and Superintendents Association

**External:** Independent Office for Police Conduct (IOPC), The Association of Police and Crime Commissioners (APCC), The Association of Policing and Crime Chief Executives (APACE), Other OPCCs, other Forces, The National Police Chiefs Council Central Referral Unit (NPCC CRU), Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS), Internal Audit, Information Commissioner's Office (ICO), External Solicitors, Local Government, MP's, Crown Prosecution Service, public and private sector organisations, external consultants, members of the public.

#### Expertise in Role Required (At selection - Level 1)

- | Expertise in Role Required (At selection - Level 1)   | Essential or Desirable |
|---|------------------------|
| • Degree level qualification in this area or proven recent relevant experience.   | Essential              |
| • Excellent knowledge and experience of the Data Protection Act and future developments, the Freedom of Information Act, the Management of Police Information and associated disclosure legislation and guidance. | Essential              |
| • Experience of writing detailed reports for management and for external audiences.   | Essential              |
| • Experience of the development and implementation of policies and procedures.  | Essential              |
| • Good communication and stakeholder management skills.   | Essential              |
| • Has knowledge and experience of managing successful projects.   | Desirable              |

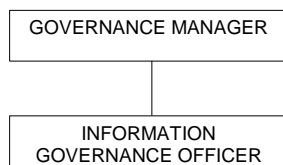
#### Other (Physical, mobility, local conditions)

- |   |           |
|---|-----------|
| • Prepared to work flexible hours to suit the requirements of the OPCC. | Essential |
| • Ability and willingness to travel for business purposes.              | Essential |

#### Expertise in Role - After initial development - Level 2

- Has provided advice to colleagues in the OPCC in data protection and other disclosure matters.
- Has a detailed knowledge of all of the disclosure functions.
- Detailed knowledge of the organisational infrastructure and data flows of the OPCC, West Yorkshire Police, and partners. Has established effective working relationships with OPCC colleagues, key stakeholders and partners.

#### Structure



## PART B – COMPETENCIES & VALUES

#### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

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Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

<b>Expertise in Role (Advanced - Level 3)</b>	
<ul style="list-style-type: none"><li>Is seen as an expert source of information and advice on local issues / projects relating to data protection lawfulness, data subject rights and sharing information and can advise on a range of issues.</li><li>Has developed a customer focussed approach that is performance driven and supporting the PCC's vision.</li><li>Has represented the OPCC at local and regional levels in the specialism arena.</li></ul>	

PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date updated role profile</b>	<u>7<sup>th</sup> May 2019</u>

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