ROLE PROFILE

Role Title	Data and Information Sharing Officer – Entry Level	**Reporting to**	Data and Information Sharing Support Officer
Section	Information Management	**District/Department**	Digital Policing Directorate
Tenure		**Rank/Grade**	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To deliver a customer focussed Disclosure service, responding to requests received under statutory gateways, ensuring all requests for disclosure are processed in line with current legislation and Force policy, and that local and national deadlines are consistently achieved.

Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force 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.

2. To respond and create appropriate audit trails with regards to requests for disclosure in line with relevant legislations and employing the National Decision Model (including Freedom of Information, Subject Access, Data Protection Act and Regulatory bodies, Local Authority childcare proceedings, Family Law) ensuring that statutory and other timescales are met and that relevant exemptions are applied where applicable.

3. To conduct research with internal and external stakeholders, ensuring independently made decisions regarding lower complexity responses are in line with legislative requirements and are risk assessed to identify any threats or opportunities. More complex disclosures should be discussed and agreed with a senior member of staff. These disclosures and decisions should be communicated to relevant stakeholders.

4. To work closely with the Data and Information Sharing Manager, in particular in relation to process improvements and to develop the Standard Operating Procedures to ensure an efficient and effective service, and advising of any delays or blockages

5. Manage own case load ensuring the timeliness and quality of information input is in accordance with the required standard and meets the current service level agreements and the risk to the Force's integrity by late or non-disclosure.

6. Act as a point of contact for queries, advice and guidance in relation to disclosure, including to internal and external bodies, and members of the public.

7. To maintain accurate and complete records/audit trail of all activity.

8. To work closely with the Data and Information Governance team, providing process information and suggestions, and supporting the development of training and awareness solutions.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Processing of up to 1500 Freedom of Information requests per annum, Processing 1500 Subject Access Requests, 700 Data Protection disclosures, 400 Court Orders, 170 Regulatory Body disclosures per annum, 560 Local Authority Family Law Disclosures, 320 Private Family Law disclosures, 530 CAFCASS requests, 12,000 Probation Service requests, 80 Mental Health and 500 Data Protection Requests annually.

- Support the Force in the compliance of relevant legislation to avoid monetary penalties up to and including £17m.

Work/Business contacts

Internal: Police Officers and Police Staff of all ranks and grades across Digital Policing and the Force.

External: NPCC members and committees, Police Officers, and Support Staff from other Forces, HMICFRS, NPCC CRU, External Solicitors, ACRO, Court Services, Local Government organisations, MEP's and MP's, GMC, OFSTED, NMC, RPS, CPS, educational establishments, public and private sector organisations, external consultants.

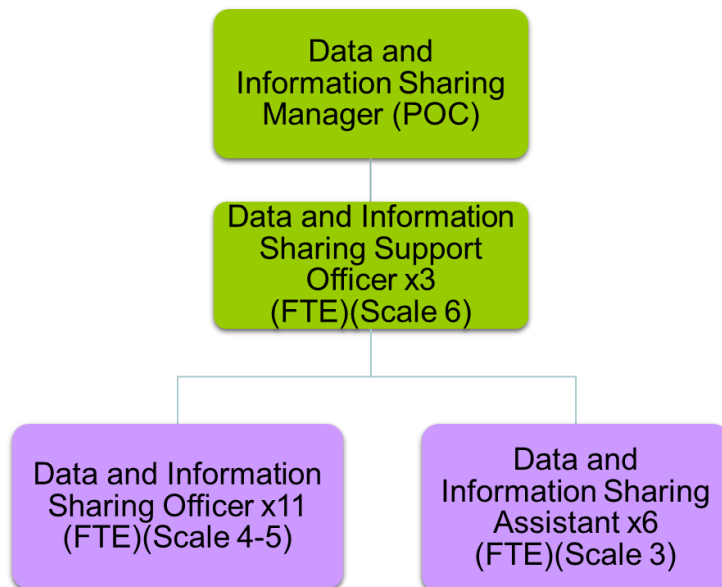| *Expertise in Role Required (At selection - Level 1)*	**Essential or Desirable**
• Can demonstrate a good knowledge and understanding of Information Management legislation, in particular the Data Protection Act (GDPR) and Freedom of Information Act.	Essential
• Has a good knowledge of, and is able to use, computer packages.	Essential
• Willingness to undertake and ability to successfully complete IT courses required for the role	Essential
• Is able to demonstrate research skills and techniques, as well as the ability to use the research as an aid to decision making.	Essential
• Able to demonstrate good numeracy, communication, both written and verbal and literacy skills.	Essential
• Experience of delivering results in a customer focussed environment, ensuring customer satisfaction and that deadlines are achieved.	Desirable
• Is able to demonstrate use of the National Decision Model.	Desirable

Other (Physical, mobility, local conditions)	
• Prepared to work flexible hours to suit the requirements of the Unit.	Essential
• Ability and willingness to travel for business purposes.	Essential
• Ability and willingness to work flexibly in order to support the work of the Disclosure Unit.	Essential
• Willingness to work in any post appropriate to the grade at other such place within the Force as may be reasonably required.	Essential

Expertise in Role - After initial development - Level 2

- Is recognised as an expert source of information on matters related to the work of the unit.
- Has a working knowledge of all relevant departmental and force procedures and practices
- Has a working knowledge of systems and procedures of the department and how it fits within the Department and the Force
- Has attended and passed all relevant IT and other courses required for the role.
- Displays a good working knowledge of relevant computer systems
- Ensure all work is completed in a timely manner.
- Is recognised as an expert source of information, for internal and external agencies, on matters related to the work of this unit.

Structure

(Structure chart)
- Data and Information Sharing Manager (POC)
  - Data and Information Sharing Support Officer x3 (FTE)(Scale 6)
    - Data and Information Sharing Officer x11 (FTE)(Scale 4-5)
    - Data and Information Sharing Assistant x6 (FTE)(Scale 3)

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

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has a detailed knowledge of systems and procedures of the department and how it fits within Information Management and the Force.
- Has a detailed knowledge of the various disclosure legislations and schemes.
- Has attended and passed all relevant training courses required for the role.
- Is recognised as a reliable source of information and guidance on data sharing matters.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Access to all Police Buildings excluding Restricted Areas.
Vetting Level	Management Vetting
Date accepted as a role profile	14th June 2022