

| LINCOLNSHIRE POLICE<br>JOB DESCRIPTION                                          |                                                                                                                 |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE: Data Protection Supervisor                      POST NO: HD19</b> |                                                                                                                 |
| <b>GRADE:</b>                                                                   | SG2                                                                                                             |
| <b>DEPARTMENT:</b>                                                              | Information Management Unit                                                                                     |
| <b>ACCOUNTABLE TO:</b>                                                          | Data Protection and FOIA Manager                                                                                |
| <b>STAFF MANAGED:</b>                                                           | Data Protection & FOIA Research Officers + Information Sharing Officer + 2.8 Partner Agency Disclosure Officers |
| <b>LOCATION/WORK BASE:</b>                                                      | Headquarters, Lincoln                                                                                           |

#### **JOB PURPOSE AND SCOPE:**

To supervise, develop and promote the data protection and freedom of information, Information Sharing and Common Law Police Disclosure functions within the Force Information Management Unit.

Manage, develop and motivate staff within Data Protection & FOIA, PADO and Information Sharing to ensure the delivery of an effective and professional service, modelling the values and behaviours set out in the Force's Leadership and Staff Charters.

#### **CORE WORK AREAS:**

1. The post holder will in the absence of the DP & FOI Manager, be responsible for having direct contact with Senior Chief Officers in respect of dealing with high profile data protection matters.
2. The post holder will be responsible for all general data protection issues taking steps to resolve such matters promptly, arranging correct and appropriate action or substantiating records as appropriate.
3. Be responsible for the organisation content and updating of the Force Publication Scheme, which is required by the Freedom of Information Act 2000 providing advice and guidance to Chief Officers, Area Commanders and Heads of Department.
4. Attend relevant regional conferences and, if necessary, represent the Force at meetings and conferences on all data protection matters.
5. Deliver presentations on data protection to all Induction Courses, Probationer Training Courses, Computer Courses, Special Constables training and other courses and staff training as required.
6. Be aware of current relevant legislation, respond to any changes assist the Data Protection and FOIA Research Officers to ensure best practice for the obtaining and recording of information.
7. Supervise the Data Protection, Freedom of Information, Partner Agency Disclosure Officer, Information Sharing and Common Law Police Disclosure functions of the unit, preparing responses and guidance where necessary.
8. To exercise effective decision making in both Data Protection and Freedom of Information matters and to respond to requests for access to information held on Force information systems, in relation to Subject Access Requests, Protocols, Court Orders, Section 35 requests, Legal Aid applications and any other miscellaneous requests, researching appropriate information systems, retrieving files and preparing responses.

9. Act as Chief Officer Delegate for Common Law Police Disclosures on behalf of the Force.
10. To carry out Internal Reviews on Freedom of Information requests when appeals are received from the requestor on the decisions made by Data Protection & FOI Research Officer.
11. During peak times you may be required to support colleagues in other areas of the department in line with the overall nature/level of responsibility and grade of this post with reasonable training.

#### **OTHER DUTIES:**

The post holder will be required to carry out such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the further consent of the post holder.

#### **EQUALITY AND DIVERSITY:**

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

#### **HEALTH AND SAFETY:**

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

**Job description written by:** DP & FOI Manager

**Date:** 22 October 2007

**Updated:** 15 May 2017

## PERSON SPECIFICATION

|                                                                  |                                  |
|------------------------------------------------------------------|----------------------------------|
| Post Title: Data Protection Officer                              | Post Number: HD19                |
| Section: Information Management Section – Professional Standards | Grade: SG1 <b>(Under review)</b> |

This form sets the standard for the person needed for this job, and also will be the basis for shortlisting and for the questions to be asked at interview. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

|                   | Requirements                                                                                                                                                           | Essential (E)<br>or<br>Desirable<br>(D) | Measurement<br>(see below) |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------|
| <b>Experience</b> | Proven experience of implementing data protection and freedom of information in a large organisation                                                                   | E                                       | A                          |
|                   | Experience of processing requests by the public under data protection and freedom of information and information sharing with Partner Agencies                         | E                                       | A / I                      |
|                   | Experience of giving evidence at courts or tribunals                                                                                                                   | D                                       | A / I                      |
|                   | Proven experience of managing and developing staff                                                                                                                     | E                                       | A / I                      |
| <b>Skills</b>     | Competent IT skills – particularly in the use of databases, spreadsheets and word processing packages                                                                  | E                                       | A / I                      |
|                   | Ability to develop the skills required to process requests under the data protection and freedom of information, Information Sharing and Common Law Police Disclosures | E                                       | I                          |
|                   | Demonstrates a high level of accuracy and attention to detail                                                                                                          | E                                       | A / I                      |
|                   | Able to work under pressure to meet specific deadlines                                                                                                                 | E                                       | A / I                      |
|                   | Communicates effectively and clearly both verbally and in writing avoiding jargon                                                                                      | E                                       | I                          |

|                                   | <b>Requirements</b>                                                                                                                                      | <b>Essential (E)<br/>or<br/>Desirable<br/>(D)</b> | <b>Measurement<br/>(see below)</b> |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------|
|                                   | Able to make appropriate decisions according to the situation                                                                                            | E                                                 | I                                  |
|                                   | Demonstrates skills / knowledge of planning, co-ordinating and prioritising                                                                              | E                                                 | I                                  |
|                                   | Ability to undertake training in ISEB Data Protection and Freedom of Information qualifications and pass the necessary examination                       | E                                                 | I                                  |
|                                   | Competent organisational skills                                                                                                                          | E                                                 | A                                  |
| <b>Knowledge</b>                  | Ability to write reports on a variety of issues for a range of audiences                                                                                 | E                                                 | A / I                              |
|                                   | Have knowledge of and the ability to develop and retain specialist knowledge in relation to the Data Protection 1998 and Freedom of Information Act 2000 | E                                                 | A/I                                |
| <b>Social Skills</b>              | Confident speaking to members of the public and people at all levels within Lincolnshire Police                                                          | E                                                 | A / I                              |
|                                   | Networking skills to attend regional and national meetings, conferences and bring back best practice to the force                                        | D                                                 | I                                  |
|                                   | Ability to develop strong working relationships with members of staff                                                                                    | E                                                 | I                                  |
|                                   | Genuine desire to improve organisational performance                                                                                                     | E                                                 | I                                  |
|                                   | Self motivated and able to balance conflicting demands                                                                                                   | E                                                 | A / I                              |
|                                   | Demonstrates a flexible adaptable approach to working practices                                                                                          | E                                                 | I                                  |
| <b>Motivation/<br/>Commitment</b> | Able to demonstrate the values and behaviours outlined in the Staff Charter – Serving with PRIDE, and the Leadership Charter – Leading with PRIDE        | E                                                 | I                                  |
| <b>Other Requirements</b>         | To be of the highest integrity and be able to satisfy the required clearance to Management Vetting (MV)                                                  | E                                                 | I / O (Vetting)                    |

|                           |                          |                               |                           |                 |
|---------------------------|--------------------------|-------------------------------|---------------------------|-----------------|
| <b><u>Measurement</u></b> | A. From application form | T. By test after shortlisting | I. Probing at interview   | P. Presentation |
|                           | R. References            |                               | O. Other (please specify) |                 |