

**LINCOLNSHIRE POLICE
JOB DESCRIPTION**

JOB TITLE: Data Protection and FOI Manager		POST NO: HD17
GRADE:	SG6	
DEPARTMENT:	Information Management Unit	
ACCOUNTABLE TO:	ACO	
STAFF MANAGED:	Data Protection Supervisor, RRD & RDQ Manager, DBS Manager and Vetting and Security Manager	
LOCATION/WORK BASE:	Headquarters, Lincoln	

JOB PURPOSE AND SCOPE:

To manage, develop and promote force issues in relation to Data Protection and Freedom of Information ensuring that they comply with all relevant legislation. To work with 'PRIDE', and ensure that all staff and procedures within the IMU demonstrate the values and behaviours outlined in the Staff and Leadership Charters.

CORE WORK AREAS:

- 1 To be responsible for ensuring that all legislation, Association of Chief Police Officers (ACPO) and Home Office and Information Commissioner's guidance relating to Data Protection and Freedom of Information is complied with.
- 2 To advise Chief Officers and protect the Force from/on Data Breaches and/or Data Protection issues, where necessary liaising with the Office of the Information Commissioner. Also where necessary resolve any enforcement notices served upon the Force.
- 3 To perform the statutory required role of Force Data Protection Officer acting independently, without influence and where necessary challenging the Chief Constable as Data Controller around Data Protection compliance. Ensuring the Chief Constable and the staff he/she employs are aware of their obligations under Data Protection legislation. To monitor the Forces compliance with the legislation and to provide advice in relation to Data Protection Impact Assessments. Additionally to cooperate with and act as the contact point for the supervisory authority, the Information Commissioners Office (ICO).
- 4 To be responsible for the management of the staff and resources of the unit, including the planning processes relating to Data Protection/Freedom of Information issues. Also where necessary provide expert evidence of the force's information processes at courts, local authority licensing committees and public enquiries.
- 5 Advise and make recommendations, in relation to contracts and regional and national agreements to ensure the force is protected with regard information assurance legislation such as the Data Protection Act, adheres to national guidance and mandated requirements regarding the processing of Information.
- 6 Acts as the Force Delivery Manager for the Lincolnshire Police DBS unit, also being delegated by the Chief Constable to deal with both the disclosure of information and those disputed applications from individuals who have had approved information disclosed to potential employers under Part V of the Police Act 1997.

- 7 Effectively direct, control and monitor the resources of the information Management Unit, including budgets, so that standards set by internal and external policies and performance indicators are met.
- 8 To attend appropriate force and national meetings, seminars and conferences proposing where necessary, new services/projects. To compare our force's performance on a national level and to seek out best practice in other forces, adapting these to benefit Lincolnshire.
- 9 Liaise with outside agencies (The Office of the Information Commissioner, regional conferences, local government and police networks), which have a significant impact on data protection and freedom of information issues.
- 10 Research use of computer systems as necessary, provide appropriate statements for disciplinary and criminal matters, give evidence at disciplinary hearings before the Chief Constable and any subsequent appeal to the Police Authority Discipline Sub-Committee or at Courts in respect of criminal matters.
- 11 To fulfil the role of the Force Departmental Security Officer (DSO), to include overseeing the Force Crypto Custodian and to maintain an up to date working knowledge of Government Policy and procedure (IS4) for the management, handling, storage and auditing of Government grade encryption keys.
- 12 Act as the Force Record Manager (as outlined in Section 46 codes of practice issued under the Freedom of information Act) having responsibility for the Force Central Archives. This is a centrally located, secure unit, responsible for storage, retrieval and destruction of all crime files, interview records, CCTV and vulnerable witness interviews held by the force.

OTHER DUTIES:

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

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:

Date:

PERSON SPECIFICATION

Post Title: Data Protection and FOI Manager	Post Number: HD17
Section: Information Management Unit	Grade: SG6

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) or Desirable (D)	Measurement (see below)
Qualifications/ Training	NVQ Level 4 or equivalent in Data Protection and Freedom of Information areas or equivalent or previous experience of implementing data protection and freedom of information in a large organisation	E	A
Experience	experience of processing requests by the public under data protection and freedom of information	E	A/I
	Substantial experience of determining the disclosure of information in accordance with the Police Act 1997 (the Criminal Records Bureau)	D	A/I
	Experience of giving evidence at courts or tribunals	E	A/I
	Previous supervisory and people management experience	E	A/I
Skills	Competent IT skills using a range of packages	E	A/I
	Able to work under pressure to meet specific deadlines	E	A/I
	Effective report writing skills	E	A/I
Knowledge	Knowledge of the Data Protection Act 1998 and the Freedom of Information Act 2000	E	A/I
Social Skills	Confident speaking to members of the public and people at all levels	E	A/I

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
	Demonstrates the ability to develop strong working relationships both inside organisations and within the community	D	A/I
	Ability to work effectively as part of a team	E	A/I
Motivation/ Commitment	Genuine desire to improve organisational performance	E	A/I
	Self motivated and able to balance conflicting demands	E	A/I
	Demonstrates the values and behaviours set out in the force Leadership & Staff Charters and expecting others to follow this example.	E	I
Other Requirements	To be of the highest integrity	E	A/I

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