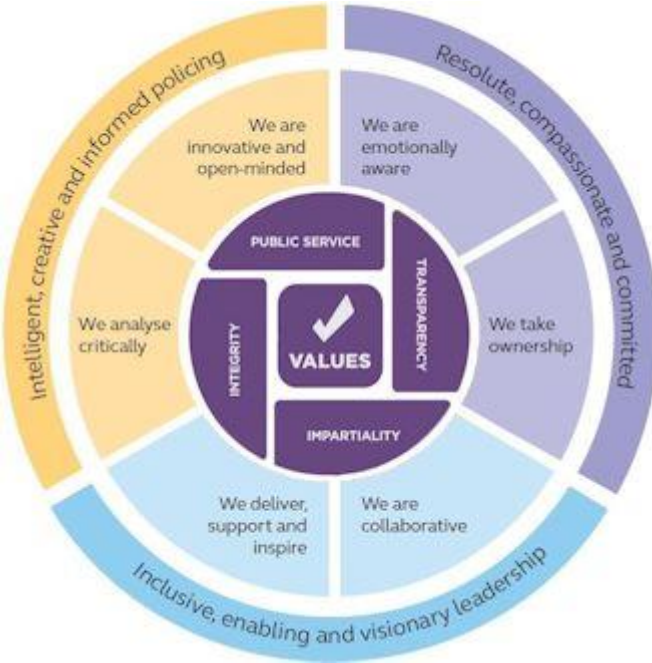


<b>ROLE PROFILE Part1</b>	<b>Role Title</b>	<b>NPFDU DATA PROTECTION ADVISOR</b>			<b>Dept /LPA</b>	<b>WA</b>
		<b>VETTING LEVEL</b>				<b>STAFF</b>
<b>Grade/Rank</b>	PO3					
<b>Responsible To</b>	NPCC NPFDU Manager					
<b>Staff Line Managed</b>	None					
<b>Reviewed by (Manager)</b>	Colin Ley-Smith				<b>Date</b>	10/07/2019
<b>Purpose of Job</b>	To work within the National Police Freedom Of Information and Data Protection Unit (NPFDU) providing a specialist advice and support service to all UK police forces in respect of data protection legislation. To maintain and deliver a National DP Training package, designed to promote DP best practice across the Police Service, mitigating the risk of breaches and ICO regulatory action.					
<b>Key Accountabilities</b>	<p>1 To respond to requests for personal data made by individuals under the subject access provisions of the Data Protection Act 2018.</p> <p>2 To promote Data Protection awareness to all NPCC staff through training, advice, policies and procedures.</p> <p>3 To maintain a specialist and technical knowledge of the details and provisions of the Data Protection Act 2018, the Freedom of Information Act 2000, the Code of Practice on the Management of Police Information (MoPI), other associated legislation governing retention and disclosure of information and NPCC guidelines.</p> <p>4 To provide specialist and technical advice on the provisions of the General Data Protection Regulation and the Data Protection Act 2018.</p> <p>5 To manage and deliver national DP training across the Police service. To undertake continuous assessment/evaluation of the training programmes, ensuring that it is appropriate to the needs of individuals, the organisation and is of a consistently high standard.</p> <p>6 To provide national advice and assistance to Force DP staff of all levels on Data Protection and other legislative issues surrounding the obtaining, sharing and disclosure of information.</p> <p>7 To attend both internal and external meetings as required with other public authorities and partner agencies to ensure consistency in the application of DP and to represent the views of the NPCC DP Policing Lead.</p> <p>8 To compile reports and present issues to NPCC Senior management and the NPCC DP and FOI National Portfolio group.</p> <p>9 Any other duties commensurate with the role and grade as may be reasonably requested by the NPFDU manager.</p> <p>10 To give regular and effective service.</p> <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p>					
<b>Additional Requirements</b>	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in					

	<p>compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.</p> <p>The role holder may be required to visit other locations/stay overnight across the UK and therefore needs to have the ability to travel as necessary.</p> <p>May be asked to carry out fire warden duties to meet required standards if required.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health &amp; Safety Risk Assessment for the role.</p>
<b>ROLE PROFILE Part2</b> <b>CVF Recruitment Competencies</b>	<p><a href="#">We are Emotionally Aware</a> Level 2</p> <p><a href="#">We Take Ownership</a> Level 2</p> <p><a href="#">We are collaborative</a> Level 2</p> <p><a href="#">We Analyse Critically</a> Level 2</p> <p><a href="#">We are Innovative and Open Minded</a> Level 2</p>
<b>Education/Qualifications</b>	<p><b>Essential:</b> Educated to <a href="#">QCF Level</a> 6 OR work experience deemed to have brought the postholder to a comparable level.</p> <p><b>Desirable:</b> To possess a nationally recognised training and development qualification plus one year's experience e.g. Learning &amp; Development Qualifications Curriculum Framework (QCF) 30 Credits (min), or to have undertaken significant work related experience that may be deemed to have brought the post holder to a comparable level.</p>
<b>Experience and Skills</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Substantial knowledge of the Data Protection and Human Rights Acts 2018 and related legislation.</li> <li>• Knowledge and awareness of issues relating to Data Protection, Freedom of Information and other related business and privacy legislation</li> <li>• Possess highly effective interpersonal, analytical skills and communication skills, both verbal and written, and has the ability to influence senior management.</li> <li>• To demonstrate ability to present reports recommending improvements in processes and data recording to comply with national and local requirements to senior staff.</li> <li>• Experience of training delivery and presentations.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Police organisation and structure.</li> <li>• A sound working knowledge of the appropriate legislation and procedures appertaining to this role.</li> <li>• Be able to interpret criminal law, police regulations, staff conduct issues, police and police/civilian personnel procedures including grievances and harassment, in order to be effective, provide guidance, draft policy and procedures and prepare detailed reports.</li> </ul>
<b>Approved by HR</b>	<p>Fiona Preston</p> <p style="text-align: right;"><b>Date</b> 21.03.17</p>
<b>ROLE PROFILE Part3 CPD</b>	

<b>Competencies</b>	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	<b>Resolute, compassionate and committed</b>	
	<a href="#">We are Emotionally Aware</a>	Level 2
	<a href="#">We Take Ownership</a>	Level 2
	<b>Inclusive, enabling and visionary leadership</b>	
	<a href="#">We are collaborative</a>	Level 2
	<a href="#">We Deliver, Support and Inspire</a>	Level 2
	<b>Intelligent, creative and informed policing</b>	
	<a href="#">We Analyse Critically</a>	Level 2
	<a href="#">We are Innovative and Open Minded</a>	Level 2
	<a href="#">Impartiality</a>	
	<a href="#">Integrity</a>	
	<a href="#">Public Service</a>	
<a href="#">Transparency</a>		



**Initial Development skills for new to role period** All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.

**Continuing Professional Development**

**Career Pathways**