


ROLE PROFILE Part1	Role Title	NPCC FREEDOM OF INFORMATION OFFICER		Dept /LPA	NPFDU
		VETTING LEVEL	SC		STAFF
Grade/Rank	PO1				
Responsible To	NPFDU Deputy Manager				
Staff Line Managed	None				
Reviewed by (Manager)	Colin Ley-Smith			Date	15/03/2022
Purpose of Job	To prepare and provide responses to Freedom of Information request received by the NPCC and to undertake other FOI-related responsibilities and activities across NPCC.				
Key Accountabilities	<ol style="list-style-type: none"> 1. To analyse requests for information from members of the public, to take decisions on releasing material and on the application of FOI exemptions and the Public Interest Test. 2. To undertake tasks including dealing with incoming and outgoing correspondence, responding to FOI queries, producing letters to members of the public, updating the relevant systems. 3. To locate information held by NPCC with a view to releasing data to the public. 4. To identify NPCC policy leads across the Police Service and to liaise with data owners to gauge views on the suitability of material for release and appropriate actions to be taken. 5. To attend meetings as required internally and externally with partner agencies to ensure consistency in application of FOIA. 6. Develop and Maintain efficient and effective policies and procedures to ensure NPCC is fully compliant with relevant legislation. 7. Provide FOI advice and support in the drafting of NPCC publication strategies and the formulation of meeting minutes. 8. To assist in maintaining the NPCC Force Publication Scheme. 9. To undertake special projects including thematic inspections and to take an active part in working groups to represent the NPCC Central Referral Unit as directed. 10. To be responsible for implementing Force policy on Health and Safety and for ensuring adherence by staff in order to comply with legislation and “good practice”. 11. To give regular and effective service. <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>				

Additional Requirements	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.</p> <p>Post requires the flexibility to travel throughout UK and stay overnight on occasions.</p> <p>Prepared to work irregular hours on an occasional basis.</p> <p>Be prepared to attend relevant courses at both local and national venues. Must already be or be able to be vetted to SC/MV level.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.</p>						
ROLE PROFILE Part2 CVF Recruitment Competencies	<p>We are Emotionally Aware Level 2</p> <p>We Take Ownership Level 2</p> <p>We Analyse Critically Level 2</p> <p>We are Innovative and Open Minded Level 2</p>						
Education/Qualifications	<p>Essential: Educated to QCF Level 5 OR work experience deemed to have brought the postholder to a comparable level.</p> <p>Desirable: QCF Level 6 (degree)</p>						
Experience and Skills	<p>Essential: Considerable experience in a role focussed on responding to FOI requests.</p> <p>Desirable: Organisation and methods study or audit inspection experience.</p> <p>Knowledge and awareness of developments and issues relating to Data Protection, Freedom of Information and other related legislation.</p> <p>Knowledge of police organisation and methods.</p>						
Approved by HR	<p>Julie Chivers</p> <p style="text-align: right;">Date 11/06/2012</p>						
ROLE PROFILE Part3 CPD							
Competencies	<p>All roles are expected to know, understand and act within the ethics and values of the Police Service.</p> <table border="1" data-bbox="443 1686 1327 2016"> <tr> <td data-bbox="443 1686 603 1809"> Resolute, compassionate and committed </td> <td data-bbox="603 1686 671 1809"></td> </tr> <tr> <td data-bbox="443 1809 603 1933"> We are Emotionally Aware </td> <td data-bbox="603 1809 671 1933"> Level 2 </td> </tr> <tr> <td data-bbox="443 1933 603 2016"> We Take Ownership </td> <td data-bbox="603 1933 671 2016"> Level 2 </td> </tr> </table>	Resolute, compassionate and committed		We are Emotionally Aware	Level 2	We Take Ownership	Level 2
Resolute, compassionate and committed							
We are Emotionally Aware	Level 2						
We Take Ownership	Level 2						

Underpinning Values	Inclusive, enabling and visionary leadership		
	We are collaborative	Level 1	
	We Deliver, Support and Inspire	Level 2	
	Intelligent, creative and informed policing		
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 2	
	Impartiality		
	Integrity		
	Public Service		
Transparency			
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			