



Role Profile

Role Profile Part 1			
Role title	NPFDU Head of Unit	Grade/Rank	HMG G
Dept/Area	NPFDU	Vetting Level	DV
Responsible to	Head of ACRO	Staff line managed	NPFDU Deputy Manager, NPFDU Data Protection Manager
Reviewed by (Line Manager)	Supt. Danielle Daltrey	Date	25.03.25
Purpose of Job	To support the NPCC in running an effective and efficient Central Referral Unit, which provides corporate and strategic advice to UK police forces and partner agencies in respect of Freedom Of Information and Data Protection issues. Alongside, overseeing specialist advice and support service to all UK police forces in respect of data protection legislation and compliance. To work closely with ICO and ensure compliance with FOI and DP		
Key Accountabilities	<ol style="list-style-type: none"> 1. Ensure adoption of a proactive approach to information disclosure by UK Police Forces. 2. To represent NPCC at the National Security Liaison Group (NSLG). 3. Deliver National training workshops specialising on National Security and Counter terrorism issues. 4. Develop working relationships with partner agencies, which include government departments such as the **S23(1)**, **S23(1)**, Cabinet Office, Home Office and other bodies such as the College of Policing, IOPC, ICO and CPS. 5. Manage national training and development products and secure appropriate income generation. 6. Provide an NPCC point of contact with the Information Commissioners Office. 7. Liaise with external agencies and organisations to develop and review operational service level agreements and information sharing agreements. Access, analyse and prioritise their requirements, ensuring the highest standards of customer service are maintained. 8. Lead specific projects on behalf of NPCC as directed by the line manager/NPCC, and support Gold Groups to support National FOI concerns. 9. Update and Review NPFDU's Delivery and Business Plan in conjunction with NPCC Quality and Assurance Board and National Policing Digital Strategy 		

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	<p>10. Be an active member of the NPCC National Data and Analytics Board to represent FOI and DP best practice. Support and contribute to NPCC working groups accordingly.</p> <p>11. Information Asset Owner responsibilities for the NPFDU.</p> <p>12. To give regular and effective service.</p> <p>Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. NPFDU 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> <p>NPFDU is hosted by The Chief Constable of Hampshire and Isle of Wight Constabulary (HIOWC). NPFDU staff are employed as police staff under HIOWC terms and conditions with supplementary NPFDU procedures and guidance.</p>
<p>Additional Requirements</p>	<p>Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.</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> <p>The role holder may be required to visit various locations either within the UK or overseas. This may involve staying away from home. The role holder must be able to meet travel requirements so therefore possess a valid passport for travel outside of the UK and have access to a reliable system of transport where required.</p> <p>An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role.</p> <p>There may be a requirement to work unsocial hours occasionally in order to respond to operational demands for which the appropriate recompense will be paid.</p> <p>May be asked to carry out fire warden duties to meet required standards if required.</p> <p>All role holders will be expected to attend and successfully complete various in-house and national courses and any other role specific training as required to maintain a professional development portfolio.</p>



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Role Profile Part 2				
CVF Recruitment Competencies and Level	<p>We are Emotionally Aware Level 2</p> <p>We Take Ownership Level 2</p> <p>We Collaborate Level 2</p> <p>We Support and Inspire Level 2</p> <p>We Analyse Critically Level 2</p> <p>We are Innovative and Open Minded Level 2</p> <p>Courage</p> <p>Respect and Empathy</p> <p>Public Service</p>			
Education/Qualifications	<p>Essential:</p> <p>Educated to Level 7 OR work experience deemed to have brought the role holder to a comparable level.</p> <p>Desirable:</p> <p>Freedom Of Information / Data Protection formal qualification or relevant professional work experience</p>			
Experience and Skills	<p>Essential: Substantial experience operating in a police or public sector environment.</p> <p>Management experience and particularly leading and promoting staff development.</p> <p>Preparation and presentation of key reports.</p> <p>Developing initiatives resulting in significant efficiency gains.</p> <p>Desirable: Experience in identifying income generation opportunities.</p> <p>Experience of Personnel practices/procedures.</p>			
Approved by People Services	<table border="1"> <tr> <td>**S40(2)**</td> <td>Date</td> <td>16.04.25</td> </tr> </table>	**S40(2)**	Date	16.04.25
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Role Profile Part 3		
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	We are Emotionally Aware	Level 2
	We Take Ownership	Level 2
	We Collaborate	Level 2
	We Support and Inspire	Level 2
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level 2
Underpinning Values	Courage	
	Respect and Empathy	
	Public Service	
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	Courses and conferences should be attended to benefit professional learning and development.	

