



Role Profile

Role Profile Part 1			
Role title	NPFDU Deputy Manager	Grade/Rank	PO3
Dept/Area	NPFDU	Vetting Level	SC
Responsible to	NPFDU Head of Unit	Staff line managed	NPFDU FOI Referral Officers & Trainers, NPCC FOI Officer and Management Assistants
Reviewed by (Line Manager)	**S40(2)**	Date	22.04.25
Purpose of Job	<p>To manage and work within the day to day working of the National Police Freedom of Information and Data Protection Unit (NPFDU), covering FOI Central Referral Unit and NPCC FOI Function.</p> <p>Providing and assisting in the promotion and development of specialist advice to all UK police forces in respect of FOI Act legislation. To encourage best practice across the police services. To oversee course content and expectations owner of national FOI training</p>		
Key Accountabilities	<ol style="list-style-type: none"> 1. To manage the day to day working of the national police FOI central referral unit's processes and its function of providing expert advice and guidance to FOI practitioners across the police service, including maintaining and updating the national referral form. 2. To supervise the NPCC FOI Officer and responses to FOI requests received in respect of NPCC, its National Coordinating Committees, National Portfolios and National Units. 3. To undertake special projects including thematic inspections and to take an active part in working groups to represent NPCC and present best FOI practice. 4. Maintain a professional knowledge and understanding of FOI legislation and monitor any developments arising through Information Tribunal or Information Commissioner's Office (ICO) decision notices. 5. To act as the subject matter expert and oversee the national FOI training, ensuring that it remains current, fit for practice and reflects best practice. 6. To represent the NPFDU in meetings with the Informational Commissioner's Office (ICO), public authorities and partner agencies where necessary. 7. To prepare reports and act as Deputy Chair of the FOI Steering Group. 8. Attend and contribute to NPCC National Data and Analytics Board working groups and attend on behalf of Head of Unit the National Data and Analytics board when required, and to attend and support Gold Groups where necessary. 9. To assist the NPFDU Head of Unit to organise, manage and host national Professional Development Events for FOI, DP and Records Management. 10. When required, review and update FOI Manual of Guidance 11. To deputise in the absence of the NPFDU Head of Unit. 		



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	<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>
Additional Requirements	<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>May be asked to carry out fire warden duties to meet required standards if required.</p> <p>The role holder may be required to visit various locations within Hampshire and the Isle of Wight or throughout the UK, this may also require overnight stays and therefore needs to have the ability to travel as necessary.</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>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: Educated to Level 6 OR work experience deemed to have brought the role holder to a comparable level.</p> <p>Desirable: To possess post graduate/QCF level 7 or an accredited Freedom of Information/Data Protection qualification.</p>			
Experience and Skills	<p>Essential:</p> <p>Excellent knowledge of the Freedom of Information Act and its application.</p> <p>Considerable managerial experience at a busy multi-functional organisation.</p> <p>Possess highly effective interpersonal and communication skills, both verbal and written, and the ability to influence senior management.</p> <p>To demonstrate ability to present reports recommending improvements in processes and to comply with national and local requirements to a variety of stakeholders.</p> <p>Desirable:</p> <p>Knowledge and understanding of Data Protection legislation and its application in policing.</p> <p>Be able to interpret criminal law, police regulations, staff conduct issues, police and police/civilian personnel procedures</p> <p>Experience of training delivery</p> <p>Knowledge of Police organisation and structure.</p>			
Approved by People Services	<table border="1"> <tr> <td>**S40(2)**</td> <td>Date</td> <td>03.06.25</td> </tr> </table>	**S40(2)**	Date	03.06.25
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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.	

