



Role Profile

Role Profile Part 1			
Role title	NPFDU Data Protection Manager	Grade/Rank	PO3
Dept/Area	NPFDU	Vetting Level	SC
Responsible to	NPCC NPFDU Head of Unit	Staff line managed	N/A
Reviewed by (Line Manager)	**S40(2)**	Date	22.04.25
Purpose of Job	<p>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.</p> <p>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.</p>		
Key Accountabilities	<ol style="list-style-type: none"> 1 To manage and respond to requests for personal data made to the NPCC by individuals under the subject access provisions of the Data Protection Act 2018. 2 To promote Data Protection awareness to all NPCC staff through training, advice, policies and procedures. 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. 4 To provide specialist and technical advice on the provisions of the General Data Protection Regulation and the Data Protection Act 2018. 5 To develop, 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. 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. 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 Data & Analytics Board. 8 To compile reports and present issues to NPCC Senior management and the NPCC DP and FOI National Portfolio group. 		



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	<p>9 Any other duties commensurate with the role and grade as may be reasonably requested by the NPFDU manager.</p> <p>10. Responsible for Information Management within NPFDU, with support and oversight from the Information Asset Owner.</p> <p>11. 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>Keep up to date with changes in legislation, local procedures and/or policies that affect working practices and the use of police databases or systems (including European or International requirements where appropriate).</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 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 Courage Respect and Empathy 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. To possess a nationally recognised training and development qualification.</p> <p>Desirable: Academic, professional or vocational qualifications relevant to data protection</p> <p>Apprenticeship Route:</p> <ul style="list-style-type: none"> • Applicants need no qualifications to be accepted onto the Apprenticeship Programme. • English and Maths at QCF Level 2 is a requirement of apprenticeship completion, those who don't already have this you will be supported to achieve the required standard as part of the apprenticeship programme. • Apprentices will receive full training to achieve a formal qualification and achieve the apprenticeship funded by the apprenticeship levy.
Experience and Skills	<p>Essential: Substantial knowledge of Data Protection and Human Rights Acts and related legislation. Possess highly effective interpersonal, analytical skills and communication skills, both verbal and written, and has the ability to influence senior management. To demonstrate ability to present reports recommending improvements in processes and data recording to comply with national and local requirements to senior staff. Experience of training delivery and/or presentations.</p> <p>Desirable: Knowledge of Police organisation and structure, criminal law and police regulations.</p>



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Approved by People Services	**S40(2)**	Date	23.04.25

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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.	

