



Role Profile

Role Profile Part 1			
Role title	NPCC Freedom of Information Officer	Grade/Rank	PO1
Dept/Area	NPFDU	Vetting Level	MV
Responsible to	NPFDU Deputy Manager	Staff line managed	N/A
Reviewed by (Line Manager)		Date	
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 maintain up to date knowledge of FOIA related legislation, regulatory guidance, case law and best practice 11. To assist and support at NPFDU events i.e. FOI / DP Professional Development Event and any other additional workshops 12. To give regular and effective service. <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</p>		



Role Profile

	<p>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>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 12 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>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. This may include the completion of a BSC FOI Certificate.</p>



Role Profile

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 5 OR work experience deemed to have brought the role holder to a comparable level.</p> <p>Desirable: QCF Level 6 (degree)</p>			
Experience and Skills	<p>Essential:</p> <p>Considerable experience in a role focussed on responding to FOI requests.</p> <p>Significant experience of working within a busy multi-functional organisation.</p> <p>Experience of conducting research and applying legal principles using a variety of sources including computerised information systems</p> <p>Experience of innovative and creative approaches to problem solving</p> <p>Experience and confidence to debate complex issues to a variety of stakeholders and produce effective written reports.</p> <p>Ability to use own initiative and possessing good time management skills</p> <p>Demonstrate excellent interpersonal skills, with proven experience of forming and maintaining internal and external relationship</p> <p>Desirable:</p> <p>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 People Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Date</td> <td style="width: 20%;"></td> </tr> </table>		Date	
	Date			

Role Profile

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.	

