



Role Profile

Role Profile Part 1			
Role title	NPFDU FOI Referral Officer	Grade/Rank	SO1
Dept/Area	NPFDU	Vetting Level	MV
Responsible to	NPFDU Deputy Manager	Staff line managed	N/A
Reviewed by (Line Manager)	**S40(2)**	Date	29.04.25
Purpose of Job	To support the functions of the Freedom of Information (FOI) national referral process and promotion of FOI best practice across the Police Service.		
Key Accountabilities	<ol style="list-style-type: none"> 1. To apply the policies and procedures contained within the Freedom of Information Approved Professional Practice and the NPCC FOI Manual of Guidance to the national police referral process. 2. To provide expert advice and direction to force FOI teams on the application of statutory exemptions and the public interest test, in line with best practice. 3. To collaborate on the development of national FOI policy, supporting a national approach to requests for information across the police service. 4. To engage with relevant stakeholders including government departments, partner agencies and other relevant organisations to establish views on the suitability of release of police held information. 5. To maintain up to date knowledge of FOIA related legislation, regulatory guidance, case law and best practice 6. To quality assure the proposed responses of FOI teams nationally, to ensure legislative compliance and adherence to the NPCC portfolio direction. 7. To represent the NPFDU at meetings with partner agencies, chief officers and other stakeholders including the National Security Liaison Group. 8. To assist and support at NPFDU events i.e. FOI / DP Professional Development Event and any other additional workshops. 9. 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 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>		



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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>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>
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Role Profile Part 2	
CVF Recruitment Competencies and Level	<p>We are Emotionally Aware Level 1</p> <p>We Take Ownership –Level 1</p> <p>We Collaborate –Level 2</p> <p>We Support and Inspire- Level 1</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 QCF level 3 OR work experience deemed to have brought the role holder to a comparable level.</p>
Experience and Skills	<p>Essential:</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>



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	<p>Experience of innovative and creative approaches to problem solving Experience in communicating complex issues to a variety of stakeholders and producing written reports. Experience in working independently and possessing good time management skills</p> <p>Desirable: Experience in handling information rights requests. Knowledge and awareness of developments and issues relating to Data Protection, Freedom of Information and other related legislation. Knowledge of police organisation and methods.</p>		
Approved by People Services	**S40(2)**	Date	29.04.25

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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 1
	We Take Ownership	Level 1
	We Collaborate	Level 1
	We Support and Inspire	Level 1
	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.	

