



# Role Profile

Role Profile Part 1			
<b>Role title</b>	NPFDU FOI Referral Officer & Trainer	<b>Grade/Rank</b>	SO1
<b>Dept/Area</b>	NPFDU	<b>Vetting Level</b>	MV
<b>Responsible to</b>	NPFDU Deputy Manager	<b>Staff line managed</b>	N/A
<b>Reviewed by (Line Manager)</b>	**S40(2)**	<b>Date</b>	03.06.25
<b>Purpose of Job</b>	To assist in the functions of the Freedom of Information national referral process, the promotion of FOI best practice across the Police Service and deliver national FOI training.		
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li>1. To deliver a range of existing police officer/police staff courses, ensuring the learning objectives are achieved.</li> <li>2. To assist with the design and delivery of new training programmes to meet identified needs within the workforce.</li> <li>3. To undertake continuous assessment/evaluation of the training programmes, ensuring that they are is appropriate to the needs of individuals, the organisation and are of a consistently high standard.</li> <li>4. To assist in maintaining the national police referral process by applying the policies and procedures contained within the National Police Chief's Council (NPCC) Freedom of Information Manual of Guidance and Data Protection Approved Professional Practice</li> <li>5. To undertake tasks including dealing with incoming and outgoing correspondence, responding to FOI queries, maintaining the FOI workflow system.</li> <li>6. 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.</li> <li>7. 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 actions to be taken.</li> <li>8. To advise Force level FOI decision-makers that have either received information requests from the public or to apprise members of staff on current policy with regard to FOI.</li> <li>9. To be responsible for implementing Force policy on Health and Safety and for ensuring adherence by staff in order to comply with legislation and "good practice".</li> <li>10. To give regular and effective service.</li> </ol> <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>		



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	<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>
<b>Additional Requirements</b>	<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 &amp; 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 other locations within Hampshire and the Isle of Wight or throughout the UK, 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> <p>This may include the completion of a BSC FOI Certificate.</p>



# Role Profile

Role Profile Part 2				
<b>CVF Recruitment Competencies and Level</b>	<p><a href="#">We are Emotionally Aware Level 1</a></p> <p><a href="#">We Take Ownership Level 1</a></p> <p><a href="#">We Collaborate Level 2</a></p> <p><a href="#">We Support and Inspire Level 1</a></p> <p><a href="#">We Analyse Critically Level 2</a></p> <p><a href="#">We are Innovative and Open Minded Level 2</a></p> <p><a href="#">Courage</a></p> <p><a href="#">Respect and Empathy</a></p> <p><a href="#">Public Service</a></p>			
<b>Education/Qualifications</b>	<p>Essential: <a href="#">Educated to Level 3</a> plus a nationally recognised Learning and Development qualification e.g. Learning &amp; Development <a href="#">QCF Level 3</a> (30 Credits min) and one year's experience OR other relevant professional experience deemed to have brought the post holder to a comparable level.</p> <p>Desirable: Any further academic, professional or vocational qualifications relevant to the learning and Development field or post at <a href="#">QCF</a> Level 4.</p>			
<b>Experience and Skills</b>	<p>Essential: Experience in a busy multi-functional organisation and able to demonstrate current competence in subject matter area.</p> <p>Experience in Training needs analysis, design, delivery, assessment and evaluation of training.</p> <p>Desirable: 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>			
<b>Approved by People Services</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; background-color: #4F81BD; color: white;"><b>**S40(2)**</b></td> <td style="width: 20%; background-color: #4F81BD; color: white;"><b>Date</b></td> <td style="width: 20%;">03.06.25</td> </tr> </table>	<b>**S40(2)**</b>	<b>Date</b>	03.06.25
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# Role Profile

Role Profile Part 3		
<b>Competencies</b>	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	<a href="#">We are Emotionally Aware</a>	Level 1
	<a href="#">We Take Ownership</a>	Level 1
	<a href="#">We Collaborate</a>	Level 2
	<a href="#">We Support and Inspire</a>	Level 1
	<a href="#">We Analyse Critically</a>	Level 2
	<a href="#">We are Innovative and Open Minded</a>	Level 2
<b>Underpinning Values</b>	<a href="#">Courage</a>	
	<a href="#">Respect and Empathy</a>	
	<a href="#">Public Service</a>	
<b>Initial Development Skills for new to role period</b>	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
<b>Continuing Professional Development</b>	Courses and Conferences should be attended to benefit professional learning and development.	

