

Information and Policy Officer

- Salary/Grade: Grade 9, £25,463 - £28,221 per annum
- Fixed Term/Perm/Temp/Casual: Permanent
- Hours: 37 hours per week
- Location: NEDDC, District Council Offices, Mill Lane, Wingerworth, S42 6NG and BDC, The Arc, High Street, Clowne, S43 4JY
- Closing Date: 13th January 2019
- Interview Date: 25th January 2019

Job Details and Requirements

This exciting opportunity is now available within the Joint Performance Team covering both Bolsover District Council and North East Derbyshire District Council.

The primary function of the post is to manage the delivery of an effective information provision service for Freedom of Information and Environmental Information Regulations. The postholder manages an Information Support Officer at both Councils. Also to act as Deputy Data Protection Officer and support the Information, Engagement and Performance Manager (DPO) in providing advice on data protection and monitoring compliance. The postholder also provides advice and guidance to officers on corporate policy development and keeps under review approved policies.

Applicants will be expected to have proven supervisory or management experience and detailed knowledge of Freedom of Information, Environmental Information Regulations and Data Protection legislation in relation to local government. You will be expected to understand and present complex information in an accurate format to a range of different audiences including officer and members. As a line manager you will be expected to lead, manage and motivate the team to achieve potential. You will have experience of managing workloads and delivering to tight timescales together with excellent interpersonal, written and verbal communication skills.

As a joint officer the successful applicant will be required to work from Mill Lane, Wingerworth and the Arc, Clowne locations.

Contact Details

For an informal discussion please contact Kath Drury, Information, Engagement and Performance Manager (01246) 242280 or kath.drury@bolsover.gov.uk

Application Pack

If you are interested in this post please go to the Jobs page on the NEDDC website

Our preferred method of application is online and **CV's will not be accepted.**
Alternatively, if you do not have access to the internet, you can:

- Telephone the NEDDC Contact Centre on 01246 217640
- Email connectne@ne-derbyshire.gov.uk or
humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

Job Description

Job title and post number	<i>Information and Policy Officer</i>
Service Area and Directorate	<i>Performance & Communications People</i>
Reports to	<i>Information, Engagement and Performance Manager</i>
Direct reports	
Grade	<i>Grade 9</i>
Salary range	<i>£25,463 to £28,221</i>

Job purpose

To support the Information, Engagement and Performance Manager in the delivery of an effective information provision service for Freedom of Information, Environmental Information Regulations and Data Protection.

To manage the provision of corporate policy development, provide advice and guidance to officers and to regularly keep under review approved policies.

To support the wider work of the Department to ensure an effective service is delivered to internal and external customers at all times.

Duties and responsibilities

1. Direct supervision and management of the Information Support Officers across both Councils.
2. Develop and manage all corporate activities in relation to information provision for Freedom of Information, Environmental Information Regulations and Data Protection in line with legislation and Council policy, ensuring an effective and timely service is provided to customers.
3. Develop and manage accurate record keeping, filing and monitoring of information requests and Council responses.
4. Act as the Deputy Data Protection Officer for both Councils.
5. Carry out investigations and undertake Internal Reviews for Freedom of Information complaints and manage responses to Data Protection complaints.
6. Prepare documents and liaise with Information Commissioners Office, First Tier Information Tribunal officers and other regulatory bodies.

7. Liaise with and negotiate with other officers and members in relation to the functions of the team.
8. Provide sound advice and guidance to officers and members on legislation and regulations relating to the work of the team.
9. Develop, implement and keep under review corporate policies, plans and strategies linked to information provision and policy development, providing guidance to officers and members as appropriate.
10. Support the co-ordination and delivery of external assessments.
11. Develop and manage the provision of a corporate policy function, advising and keeping accurate records of current policies, those in development and those which are up for review.
12. Support the work of the Information Support Officer in providing an effective and timely information service.
13. Prepare and present management information to senior officers and members on a regular basis.
14. Develop and use technology to support the work of the team, officers and members to ensure effective and efficient delivery of services.
15. Proactively carry out research on emerging legislation, government changes or new initiatives and produce management reports and disseminate information.
16. Promote emerging developments such as transparency of information and good information governance through the production of policies, plans and strategies.
17. Manage the development and maintenance of internet and intranet pages relevant to the team.
18. Support the delivery of specific corporate or departmental projects.
19. Plan, prepare and deliver learning and development to officers and members.
20. Organise, facilitate and chair meetings as directed.
21. Any other duties and responsibilities as requested by the Information, Engagement and Performance Manager to ensure a flexible approach to service delivery.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>K. Drury</i>
Date approved:	<i>12.12.18</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Information and Policy Officer	Section: Performance & Communications		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Detailed knowledge of Data Protection, Environmental Information Regulations and Freedom of Information legislation in relation to local government. Knowledge of best practice in relation to information provision. Knowledge of policy provision within local government. Knowledge of political environment, sensitivities and decision making process 	<p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a & i</p>		
Qualifications			
<ul style="list-style-type: none"> Educated to degree level or strong evidence of intellectual capacity developed through extended job experience. Evidence of previous training and development relevant to this role 	<p>a, i & c</p> <p>a, i & c</p>	<ul style="list-style-type: none"> NVQ Supervisory Management Level 3 or above Professional/academic qualification in a relevant subject, such as a recognised Data Protection qualification. 	<p>a, i & c</p> <p>a, i & c</p>
Experience			
<ul style="list-style-type: none"> Proven supervisory or management responsibility and experience in a relevant environment. Good people management (performance, health and safety, learning and development, sickness management etc.) skills. Experience of liaison and negotiation with external providers, regulatory bodies and other organisations. Proven experience of producing, monitoring and evaluating policies, plans and strategies relevant to area of work. Proven experience of communicating complex information with a range of audiences. 	<p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a & i</p>		

<ul style="list-style-type: none"> • Ability to constructively challenge managers within departments to bring about service improvement. • Good IT skills (i.e. Word, Excel, Powerpoint, Internet/Intranet) • Experience of producing policies, plans and strategies relevant to areas of work • Excellent interpersonal, written and verbal communication. • Experience of managing workloads and delivering the tight timescales • Proven experience of providing excellent customer service. 	a & i		
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Skills			
Other Requirements:			
<ul style="list-style-type: none"> • Ability to use own initiative. • Ability to lead, manage and motivate the team to achieve potential • Positive and enthusiastic approach. • Ability to manage resources to minimize costs and maximise income. • Ability to train and develop officers and members. • Able to understand and present complex information in an accurate format to a range of different audiences, including officers and members. • Commitment to manage professional development of self and others. • Ability to display tact and discretion at all times in order to maintain confidentiality. • Effective time management skills. • The ability to demonstrate strong customer focus and a commitment to service improvements. • Commitment to equal opportunities and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • In the event of a declaration of a civil emergency you will be expected to undertake appropriate duties as directed by your line manager, these may include working outside the normal working time parameters. • Own transport/full current driving licence in order to undertake duties. Alternative 	a & i	<ul style="list-style-type: none"> • A Flexible approach to working hours in case of emergencies and business continuity 	a & i

arrangements may be agreed with applicants with a relevant disability.			
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Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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Date approved:	<i>12.12.18</i>
Reviewed:	