

JOB PROFILE

Job Title:	Information Officer
Service Area:	IT
Grade:	6
Reporting Manager:	Information Team Leader
Direct reports:	None

Job summary:

To manage and provide expert advice and respond to requests made under the Freedom of Information Act, Data Protection Act and Environmental Information Regulations ensuring compliance with the relevant legislation.

Research, interpret and apply complex legislation and case law to Information Management requests, including social care, housing and planning applications as an example.

Provide specialist advice and guidance to all service areas, Directors and Senior Managers with regard to Freedom of Information Act, Environmental Information Regulations and Data Protection Act.

Key responsibilities:

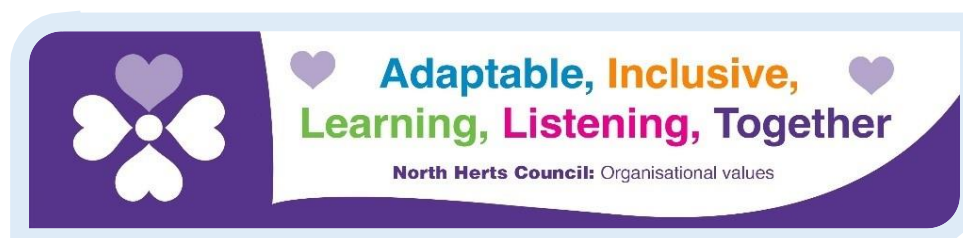
- To ensure all Freedom of Information Act, Data Protection and Environmental Information Regulations requests are logged within the Database and referred to the relevant service area for completion.
- To manage Freedom of Information requests, liaise with and provide expert advice to service areas on completing the request as set out in the Freedom of Information Act 2000 and within designated timescales.
- Applying the relevant exemptions in accordance to the Regulations /Acts within designated timescales when administering the Freedom of Information Act, Data Protection and Environmental Information Regulations.
- To carry check all Reviews of Requests under the Freedom of Information Act and Environmental Information Regulation legislation and North Herts Council's internal policy. To ensure that the correct exemptions have been applied and that the public interest test, where applicable has been applied correctly.
- To co-ordinate Appeals received from the ICO in relation to Freedom of Information Act and/or Environmental Information Regulations legislation
- To develop and maintain the Council's Disclosure log for all Freedom of Information requests, uploading it to the Council's Website.
- To carry out research and analysis into the more complex cases and provide advice and guidance to service areas on how these should be dealt with, in particular the application of exemptions and the Public Interest Test.

- To provide advice and guidance to the Information Team when unsuccessful review requests have been submitted and accepted by the Information Commissioner.
- Expert and thorough knowledge of applying Freedom of Information Exemptions, Environmental Regulation Exceptions and Data Protection 2018 Exemptions.
- To ensure that the corporate Privacy Notices are reviewed in a timely manner and provide advice to service areas on keeping these updated.
- To review and update the Corporate Publication Scheme and Document Retention Policy ensuring accuracy and remain current to legislation.
- Advise Service Managers and staff of changes within the Corporate Publication Schema and Document Retention Policy.
- To ensure the Corporate Publication Schema and Document Retention Policy are accurate and remain current to legislation.
- To quarterly review and update the Corporate Data Sharing Register with signed agreements from both internal and External Partners.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/employees/general-responsibilities)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	Qualification in FOI/EIR and/or Data Protection, or equivalent and relevant experience	E
Job related experience & knowledge:	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	• Good level of experience of working in a customer care environment.	E
	• Expert knowledge and experience of applying exemptions to complex Freedom of Information request.	E
	• Expert knowledge and experience of applying Exceptions to complex Environmental Regulation requests.	E
	• Expert knowledge and experience of applying Exemptions to complex Data Protection Exemptions.	E
	• Thorough knowledge and experience of managing Freedom of information and Environmental Information Regulation Reviews.	E
	• The ability to work with minimal supervision when carrying out research and analysis into complex information requests	E



	<ul style="list-style-type: none"> • Knowledge of reviewing and updating Data Sharing Protocols • Knowledge of reviewing and updating the Corporate Publication Scheme and Retention Schedules • To have knowledge of relevant case law and the application of exemptions to provide expert advice and guidance with administering the Freedom of Information Act, Data Protection and Environmental Information Regulations. • Advanced knowledge of applying Freedom of Information Exemptions, Environmental Regulation Exceptions and Data Protection 2018 Exemptions in accordance with the legislation • Expert and thorough knowledge of applying Freedom of Information Exemptions, Environmental Regulation Exceptions and Data Protection 2018 Exemptions. 	E
Skills & attributes required for the role:	<ul style="list-style-type: none"> • Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role. • Good communication skills able to present in writing and orally with clarity and brevity • High level of knowledge and experience of the FOI, EIR and DP Regulations to network and negotiate effectively. • High level experience of communicating with Senior Management and the ability to input recommendations in the decision process. • High level of organisational skills with the ability to meet deadlines and critically evaluate progress and performance. • Able to work on own initiative and as an effective team player. • Good knowledge of data management for personal and sensitive data. • Demonstrate a clearly understanding of the requirement of handling data confidentially throughout life cycle. • Demonstrate excellent time management skills to be able to adhere to legislative requirements of both FOI/EIR and DP. 	E E E E E E E E
Other:	<p>Driving Licence</p> <p>DBS check as it is a requirement to access to NFI portal together with the handling of sensitive information in the course of fulfilling job role.</p>	D E

Signed.....

Date.....

