

JOB PROFILE

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| Job Title: | Information Officer |
| Service Area: | IT |
| Grade: | Level 1 – Grade 4 Level 2 – Grade 6 |
| Reporting Manager: | Information and Data Manager |
| Direct reports: | None |

Job summary:

To manage and provide legislative 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:

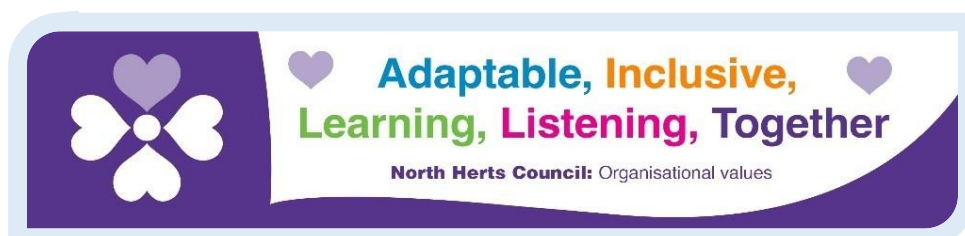
Grade 4 (Level 1)

- 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 support the Information and Data Manager in carrying out research to update policies.
- To maintain and update the Corporate Data Sharing Register with signed Agreements.
- To assist and maintain the Council's Disclosure Log.
- 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, Environmental Information Regulations and Data Protection.
- To co-ordinate a review of the Corporate Publication Scheme and Document Retention Policy including its publication and updating staff and Service Managers.
- To assist with and provide advice to Departments with Training and advice on how to use the Corporate Document Management System.
- To manage Freedom of Information requests, liaise with and provide 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 co-ordinate Appeals received from the ICO in relation to Freedom of Information Act and/or Environmental Information Regulations legislation.
- To assist with maintaining the Unit 3 Document Inventory (Database) including creating new records.
- To assist with managing the Unit 3 Document storage including moving new boxes onto shelves, auditing the contents of Unit 3 Document storage, assisting with the removal of document boxes and disposal of documents once they have reached their destruction date and updating the Document Inventory.
- Ensure the database is up to date and accurate.

Level 2 – Grade 6

- To manage the Freedom of Information review of request procedure. To ensure that the correct exemptions have been applied and that the public interest test, where applicable has been applied correctly.
- To provide advice and guidance to the Information and Data Manager when unsuccessful review requests have been submitted and accepted by the Information Commissioner
- To develop and maintain the Council's Disclosure log for all Freedom of Information requests.
- Ensure that all FOI requests and responses are uploaded 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 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.

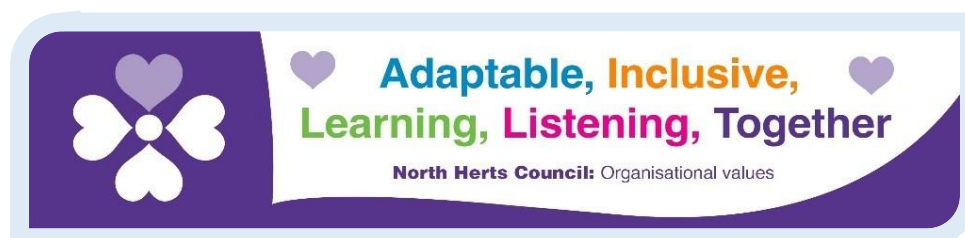


- To co-ordinate with Service Managers for the production of Datasets. Upload datasets to the Fraud Hub and liaise with the shared anti-fraud service when required.
- To managing the Council's Document Storage, including entering new items for storage, checking the retention against the Council's Retention Schedule, liaising with managers, and placing the item for secure storage in accordance with the general work instructions. In addition, identify and arrange for the secure destruction when its retention has expired. Ensure the database is up to date and accurate.

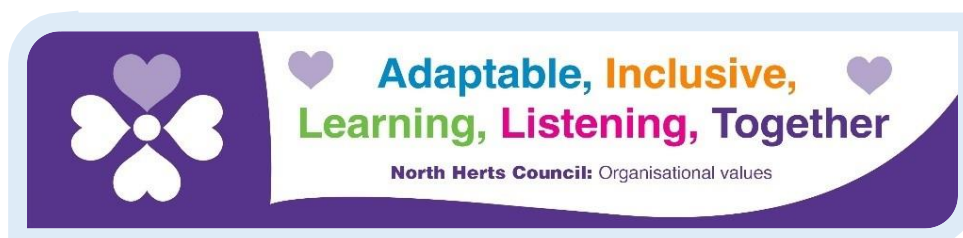
Please follow this link to read your general responsibilities:

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

| Key Requirements: | | Essential desirable |
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| Qualifications: | Level 1 Educated to GCSE standard or equivalent. | E |
| | Level 2 Qualification in FOI/EIR and/or Data Protection, or equivalent and/or relevant experience | E |
| Job related experience & knowledge: | Level 1 <ul style="list-style-type: none"> • Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programs. | E |
| | <ul style="list-style-type: none"> • Good level of experience of working in a customer care environment. | E |
| | <ul style="list-style-type: none"> • Basic experience of researching information to update policy documents to support the Information and Data Manager. | E |
| | <ul style="list-style-type: none"> • Basic understanding of Data Protection, Freedom of Information and Environmental Information Regulations legislation | E |
| | <ul style="list-style-type: none"> • Basic understanding of the purpose of a Data Sharing Agreement. | E |
| | <ul style="list-style-type: none"> • Knowledge and understanding of databases within the work place. | E |
| | <ul style="list-style-type: none"> • Willingness to attend relevant courses on Freedom of Information, Environmental Regulations and Data Protection legislation | E |
| | Level 2 – Grade 6 <ul style="list-style-type: none"> • Expert knowledge and experience of applying exemptions to complex Freedom of Information request. | E |
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| | <ul style="list-style-type: none"> • Expert knowledge and experience of applying Exceptions to complex Environmental Regulation requests. • Expert knowledge and experience of applying Exemptions to complex Data Protection Exemptions. • Thorough knowledge and experience of managing Freedom of information and Environmental Information Regulation Reviews and Data Protection Complaints. • The ability to work with minimal supervision when carrying out research and analysis into complex information requests. • Knowledge of reviewing and updating Data Sharing Protocols with external partners • 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. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <p>Skills & attributes required for the role:</p> | <p>Level 1</p> <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. • Able to work on own initiative and as an effective team player. • Demonstrate ability to prioritise workload and multi-tasking to meet deadlines. • 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. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |



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| | <ul style="list-style-type: none"> • Good all round IT skills and able to demonstrate the ability to learn new application systems. <p>Level 2</p> <ul style="list-style-type: none"> • Expert level of knowledge and experience of the FOI, EIR and DP Regulations to network and negotiate effectively. • Expert level experience of communicating with Senior Management and the ability to input recommendations in the decision process. • Thorough knowledge and experience of managing Freedom of information and Environmental Information Regulation Reviews. • To work with minimal supervision when carrying out research and analysis into complex information requests • Knowledge of reviewing and updating Data Sharing Agreements and Data Protection Impact Assessments. • Knowledge of reviewing and updating the Corporate Publication Scheme, Retention Schedules and Privacy Statements. • High level of accuracy and attention to detail • Excellent organisational skills with the ability to meet conflicting deadlines and critically evaluate progress and performance. • High level experience of communicating with Senior Management and the ability to input recommendations in the decision process. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Other: | <p>Driving Licence</p> <p>Basic 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> | <p>D</p> <p>E</p> |

Signed.....

Date.....

