JOB DESCRIPTION

Role title:	**Freedom of Information Officer**
Grade / SCP:	K
Hours / Shift Pattern:	37 hrs
Department or Division:	Information Management
Location:	Derbyshire Constabulary Headquarters
Post reports to:	Head of Disclosure
Suitable for job share or part-time:	Yes
Other considerations (e.g. Travel):	All applicants will be required to submit themselves for drug testing in line with the Forces Drug Policy.
Date last reviewed:	Dec 2025
Version:	2

PURPOSE AND DESCRIPTION OF JOB ROLE:

You will provide a high-quality service for the identification and analysis of information to support decisions on the disclosure of information.

Working in the Information Management Department you'll be working with several business units responsible for delivering key services to the force and external parties.

You will lead a team of staff providing services for the disclosure of information under the Freedom of Information Act 2000.

Due to the changing demands of the business, you'll operate a flexible working regime and will have duties allocated within any of the business units. You'll develop within the role by gaining experience within the various units and teams.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Maintain up to date professional knowledge of the Freedom of Information Act and related legislation
- Ensure organisational compliance with the requirements of FOI legislation and associated codes of practice by:
  - Establishing corporate standards and working practices and ensuring statutory obligations are met
  - Interpreting the legislative requirements of the FOI legislation to inform and influence senior managers to ensure compliance with those requirements
  - Recognising and managing the risks associated with FOI decisions in line with organisational risk strategies

  - Giving appropriate advice and guidance to policy leads to ensure compliance is built into and enforced by sound business procedures
  - Writing and implementing FOI policies and procedures, and promoting FOI awareness across the organisation
  - Assuming responsibility for the development and design of content of the Publication Scheme and for monitoring the accurate and timely provision of updated information and ensuring the same is published appropriately
  - Liaising with regulatory and other official bodies as required
  - To uphold the Force's Values of Performance; Innovation; Responsibility; Respect and Integrity
- To process requests for the disclosure of information to include:
  - The identification and validity of relevant requests
  - To make disclosure decisions and cause responses to requests within agreed criteria
  - To methodically assess complex information, undertake risk assessment, provide detailed rationale, consulting information managers, officers in the case and other third parties where appropriate
  - To prepare reasoned and articulate recommendations for non-disclosure/disclosure with relevant supporting case law in accordance with the Chief constable's responsibilities
  - To process and advise on requests for the disclosure of police information from external parties in accordance with relevant obligations, Home Office, ICO and NPCC policy
  - To determine and undertake or arrange for appropriate searches and retrieval of relevant information
  - To review responses to searches, advising on the applicability of exemptions from disclosure
  - To ensure that the application of any exemption from disclosure or redaction of information is fully documented together with the rationale for the decision
  - To produce partially disclosed documents, transcribe information and prepare into a format suitable for disclosure
  - To oversee all enquiries within the statutory time limits (or other relevant timescales)
- To champion relevant standards and provide training and coaching support to the team and wider force
- Providing specialist advice and guidance as required within the responsibilities of the role
- Carry out any other reasonable duties within the overall function commensurate with the grading and level of the post
- Act as a single point of contact for all matters relating to FOI and represent the force as required
- Provide leadership and support to the team
- Maintain effective payment systems to record appropriate fees and manage accounts payable
- Maintain records and prepare statistics

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Experience of preparing evidence-based reports for senior level evaluation
- Experience of identifying, understanding and applying legislation and case law
- Can achieve results within a set time frame
- Experience of problem solving and the resolution of complaints

- Ability to think strategically and take a wider view of issues affecting the police service

Desirable:

- Degree, recognised professional qualification or course certificate in relevant subject
- Experience of working in a criminal justice environment
- Experience of managing and supervising staff
- Knowledge and understanding of the scope and application of legislation, case law and decision notices in relation to Freedom of Information and other relevant legislation and/or standards