

# JOB DESCRIPTION



<b>Role title:</b>	Data Protection Advisor
<b>Grade and salary:</b>	G - £25,278 - £31,725
<b>Hours:</b>	1 x 37 hours per week, 1 x 14 hours per week
<b>Department or Division:</b>	Information Management
<b>Location:</b>	Derbyshire Constabulary Force Headquarters
<b>Post reports to:</b>	Head of Section
<b>Suitable for job share or part-time:</b>	Suitable for Job Share, Flexi-time, Part Time
<b>Other considerations:</b>	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
<b>Date last reviewed:</b>	12 <sup>th</sup> May 2021

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The purpose of this role is to support the Head of Department in providing efficient and effective services to the Derbyshire Constabulary in respect of achieving compliance with data protection legislation and other recognised standards for the management of police information.

## SPECIFIC ROLES AND RESPONSIBILITIES:

To assist with the dissemination, and implementation of relevant legislation, national standards, policies and procedures across the organisation and to provide advice and guidance.

To provide data protection advice and guidance to police managers, system owners, officers and staff at all levels on matters within the post holder's responsibilities to include:

- Data protection impact assessments
- Information sharing and disclosure agreements
- Data processing contracts
- Security of personal data
- Complaints and disputes involving the processing of personal data
- Privacy by design and default

To document and report on information management issues, provide and present analysis of findings, and recommendations.

To participate as required in the planning and implementation of the Force's information management needs.

To undertake risk analysis and prepare strategic audit plans and to undertake systematic and independent audits of the Force's processing of personal data via manual or automated information systems or processes to determine compliance with data protection and other relevant legislation, in accordance with Authorised Professional Practice and guidelines set by the Information Commissioner to:

- Identify any errors, omissions, trends or training and development needs;
- Investigate the source and reason for the same and
- Recommend revised procedures by way of a report in order to provide continuous improvement.

To undertake specific projects, assignments and deliver training relating to the Management of Police Information as required by the Head of Department.

To prepare reports and returns as required within the post holder's responsibilities.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- Experience of conducting reviews, assessments and research and investigation.
- Experience of preparing reports and management information including statistical tables and graphs.
- Ability to collate, assess, prepare and present information to high standard.
- Knowledge and understanding of data protection and other relevant legislation and/or standards.
- Ability to demonstrate good verbal and written communication skills and to develop positive working relationships.
- Ability to work with information technology and associated systems.

### Desirable:

- A recognised qualification or course certificate in information management, data protection or auditing.
- Experience in information management or data protection.
- Knowledge of current developments and trend

## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others

to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.