

Job Description

Job Title: Compliance Officer - Data Protection & Freedom of Information
Department: Comptroller & City Solicitor's Department – Information Compliance Team
Grade: E
Location: Guildhall
Responsible to: Compliance Manager - Data Protection & Freedom of Information
Responsible for: N/A

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To be an expert in Data Protection compliance and to provide support and guidance to staff and Members in this regard (in conjunction with the nominated Access to Information Network departmental representatives) in ensuring corporate compliance with the Data Protection Act 2018 (DPA), and any associated and superseding legislation, providing pro-active compliance training and monitoring programmes and to manage annual Data Protection audits of the organisation.

To draft policies, procedures and guidance in relation to Data Protection on behalf of the Compliance Manager - Data Protection & Freedom of Information, recommending changes to policies where legislative requirements dictate and be instrumental in the delivery of legislative changes, particularly where training and guidance to staff and Members is required.

To oversee and lead on requests under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIRs), and Re-use of Public Sector Information Regulations 2015 (RPSI), and secondary legislation relating to these areas of law as directed by the Compliance Manager to minimise failures in compliance and the risk of external enforcement action, including fines and court actions, in relation to the legislative areas.

To line manage the Compliance Assistant - Data Protection & Freedom of Information, including setting objectives, allocating work, measuring performance and professional development.

Main Duties & Responsibilities

- To pro-actively ensure corporate compliance with the DPA and associated legislation, including related initiatives and changes to legislation, using their detailed knowledge of the relevant legislation.
- To be responsible for the overall management of a programme of DP compliance auditing which assesses compliance across the organisation in relation to the DPA and associated codes of practice, published guidance and secondary legislation.
- To oversee and lead on requests under the DPA, FOIA, EIRs, and RPSI, as delegated and directed by the Compliance Manager - Data Protection & Freedom of Information,

ensuring the City of London Corporation complies with such requests and does so within the statutory deadlines.

- To draft policies, procedures and guidance in relation to Data Protection on behalf of the Compliance Manager - Data Protection & Freedom of Information, recommending changes to policies where legislative requirements dictate and be instrumental in the delivery of legislative changes, including planning, delivering and managing a programme of training and guidance to staff and Members.
- Provide compliance guidance and advice to staff, including Chief Officers and senior managers, and to Members, on DP legislation and the FOIA, EIRs and RPSI, on a case by case basis, including complex cases, with the minimum of delay; and attend meetings across the organisation, providing guidance on governance and casework in relation to the legislation.
- Represent the City of London in relation to external regulatory bodies, principally the Information Commissioner's Office, with regard to regulatory matters, including the resolution of complaints, and be able to challenge such bodies as appropriate, and to work within the timescales set down by such bodies.
- Maintain the process of Data Protection Notifications, or any superseding process, in accordance with legal requirements and ensure renewal deadlines are met.
- To be responsible for the overall maintenance of the FOI Publication Scheme Guidance Document, in accordance with regulatory requirements, and ensure it is kept up to date.
- To deputise for the Compliance Manager - Data Protection & Freedom of Information, in their absence or when required by them.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title: Compliance Officer - Data Protection and Freedom of Information

Department: Comptroller & City Solicitor – Information Compliance Team

Grade: E

Trent Position number: 15A0009/002

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is politically restricted – full details of what this means can be found [here](#)

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- A detailed knowledge of the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIRs), and Re-use of Public Sector Information Regulations 2015 (RPSI), and associated legislation, codes of practice and guidance from central government and regulators.
- An expert knowledge of Data Protection Act 2018 (DPA) and associated legislation, codes of practice and guidance from central government and regulators.
- An information management higher education qualification and a professional qualification such as the ISEB/BCS certification in Data Protection and Freedom of Information legislation compliance.
- A good understanding of any proposed legislative changes to the DPA, FOIA, EIRs and RPSI, and how they relate to current policies and procedures.
- Strong verbal communication skills, able to effectively explain technical and complex information to staff and managers through the provision of advice, guidance and formal training.
- Strong written communication skills, able to write concisely and accurately about complex technical issues to ensure effective understanding by staff and Members.
- Proficient in the use of information systems, in particular, Microsoft Office Word, Excel, Powerpoint and Outlook.
- Strong organisation, planning and project management skills.
- Excellent evaluation and monitoring skills to assess compliance against the legislation across a large and complex organisation.
- Good policy development skills and the ability to translate policy into corporate procedures.

Experience Required

- Significant experience of working in a public-facing role providing complex advice and guidance to colleagues on Freedom of Information and Data Protection issues and associated legislation.
- Significant experience of writing complex responses to the public based on the circumstances of the case in relation to Data Protection and Freedom of Information issues and associated legislation.

- Experience of developing policies and procedures in relation to Data Protection and Freedom of Information and associated legislation within a large and complex organisation.
- Experience of designing, managing, delivering and assessing a corporate training programme to non-technical staff and Members to ensure compliance across the organisation.
- Experience of managing compliance audits and assessing corporate compliance across a large organisation.

Technical Skills & Knowledge

- To apply the relevant knowledge and experience to provide advice and guidance in relation to requests made under the Data Protection Act, and Freedom of Information Act.
- To ability to plan ahead to ensure agreed deadlines are met under the Data Protection Act and Freedom of Information Act.
- Changes priorities and switches between tasks without losing sight of deadlines.
- Proactive keeps relevant stakeholders informed and plans and updates them if things change.
- Drafting and advising on all types of response and related documentation in consultation with internal departments.
- Identifies the component parts (facts, characteristics, qualities, concepts, environment etc) that need or potentially need to be considered in resolving a problem
- Prepare and attend meetings including in relation to both Data Protection and Freedom Of Information Matters.
- To undertake research and provide written and oral guidance across a range of compliance matters.
- Developing and maintaining effective relationship with internal departments and assisting colleagues.
- Willingly shares ideas, resources and information with others
- Ensuring maintenance of high standards of file and records management including ensuring that files contain an adequate audit trail and are processed appropriately.
- To attend training courses that will improve the post-holder's ability and effectiveness to carry out their duties

Other Relevant Information

Experience of working in local government, together with an understanding and appreciation of Local Government procedure would be desirable.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £47,620 - £53,310 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

1 month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.



City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.