Job description

Nottingham City Council

Job title: Information Officer (FOI)

Department: **Strategy and Resources**
Service: **Legal and Governance**
Team: **Information Compliance Team**
Grade: **E**
Post reference number: **SR0255**

1 Job purpose

To assist with the coordination, processing and management of information requests associated with the Data Protection Legislation and Freedom of information Legislation to ensure the Council remains compliant. To support the proactive publication of data and information to support the Council' agenda concerning open data.

2 Principal duties and responsibilities

1. To receive and progress enquiries and information access requests made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and Re-use of Public Sector Information Regulations 2015 from a wide range of people including senior officers, members, solicitors, members of the public, private companies, police, central government departments & agencies, other authorities and public bodies. Also to ensure that all requests are processed in accordance with the conditions of the General Data Protection Regulation 2016/679 and the Data Protection Act 2018 and the Human Rights Act 1998 and other relevant legislation.

2. To manage a large caseload of information of Freedom of Information requests, ensuring the Authority meets its obligations and cases are handled appropriately.

3. To generate responses, and recommend to senior staff the application of any necessary exemptions to information required to satisfy requests made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

4. To contribute to the development of open data through identifying appropriate information and data sets for pro-active publication and promoting its use.

5. To support colleagues across the organisation to proactively publish its information in order to satisfy the organisation's statutory and voluntary commitment to the transparency agenda.

6. To receive and progress enquiries and information access requests made under the General Data Protection Regulation 2016/679 and the Data Protection Act 2018 from a wide range of people including senior officers, members, solicitors, members of the

public, private companies, police, central government departments & agencies, other authorities and public bodies. Also to ensure that all requests are processed in accordance with the conditions of the Human Rights Act 1998 and other relevant legislation.

7. To generate responses and supporting documentation in order to satisfy requests for information made under the General Data Protection Regulation and the Data Protection Act 2018 through the preparation of personal information including that of a sensitive and distressing nature.

8. To assist in the administration and release of court materials under the Annex C protocol where necessary and as directed by senior staff.

9. To provide guidance and direction to colleagues, members, solicitors, members of the public, private companies, police, central government departments & agencies, other authorities and public bodies on the day to day implementation of relevant legislation concerning personal and non-personal data.

10. To maintain an up-to-date knowledge of all relevant legislation and to further specialise in, and have a detailed knowledge of Legislation such as the Freedom of Information Act and the General Data Protection Regulation and the Data Protection Act and all associated legislations as required.

11. To assist senior staff in the production of reports, bulletins and presentations for senior management, elected members and other interested staff groups to propagate information about new legislation, proposed changes, new working procedures and related issues

12. To assist with records management projects such as looking at retention schedules and helping to update the Information Asset Register.

13. To work as part of a team and with own initiative in organising and prioritising own workload in order to meet statutory deadlines and as guided by senior staff.

14. To actively participate in team meetings.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

None

6 Post holder's immediate supervisor: Data Protection Officer and team Leader

Prepared by/author: **Naomi Matthews** **Date:** 21/05/2019

Job title: Data Protection team Leader

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: ..... **Date:** .....

Person specification

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Grade: **E**
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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	Awareness and understanding of Local Government procedures and practices, the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the General Data Protection Regulation 2016/679 and the Data Protection Act 2018, and an awareness of other related legislation especially as it relates to data access.		✔	✔	✔	
Skills & Ability	Ability to deal with sensitive and confidential information.		✔		✔	
	Ability to write memos and letters in a clear and understandable manner relating to complex legislation		✔	✔		
	Ability to deal with customer enquiries effectively and sensitively, including where necessary liaising with other agencies. Good organisational skills.		✔		✔	
	Ability to work as part of a team in a positive and inclusive manner		✔		✔	
Information Technology	Awareness of ICT and its use in the delivery of services within a Local Authority especially its impact on personal data.				✔	
	Competent in the use of computers including word processing, spreadsheets, databases, presentational software and the internet		✔	✔	✔	
Work to Promote Mutual Respect and Good Relations	Commitment to and promotion of the Council's Equality and Diversity Policy.		✔		✔	
	Experience of building successful relationship across organisational, professional and operational boundaries		✔		✔	
Work related	Must be willing to undertake and pass a DBS check at the appropriate level (previously know as CRB check).		✔			✔
	Must be willing to attend any training as required		✔			
	Willingness to comply with the City Councils non-smoking policy.		✔			
	Must be flexible and on occasion prepared to work outside normal office hours according to the needs of the service.		✔			

P: Pre-application	**A**: Application	**T**: Test	**I**: Interview	**D**: Documentary evidence

Prepared by/author: Naomi Matthews **Date:** 22/05/2019

Job title: Data Protection Officer