

Information Sharing Officer

Job Family – Technical

Grade: E		Department: Information Management and Compliance
Location: Headquarters		Security Vetting: MV
Role Specific Requirements/ Restrictions:	None	
Role Specific Hazards:	Display Screen Equipment, Headsets	
System Access Requirements:	MyTrent Manager Self Service, Working Time Recording, External email, Information Assets	

Brief Description of your job, its main purpose and major tasks:-

To be responsible for the co-ordination and preparation of all information sharing protocols, data processing contracts, data disclosure agreements and associated documents in respect to Dyfed Powys Police. To administer and co-ordinate the data protection impact assessment process within the Force.

Role Specific Tasks

1. To Prepare Information Sharing Agreements, Data Disclosure Agreements and Data Processing Contracts for consideration by the Disclosure, Records & FOI Manager (or their designate).
2. To administer and co-ordinate the data protection impact assessment process within the Force in consultation with the Force Data Protection Officer.
3. Through proactively working with Force departments and Basic Command Units (BCUs) establish where information sharing and information disclosure is taking place and ensure that, where necessary, data protection impact assessments have been undertaken and relevant agreements are in place
4. To develop and sustain effective working relationships with Dyfed Powys Police staff, OPCC staff, partner agencies and other agencies.
5. To gather and compile information from a range of sources.
6. To provide specialist advice to colleagues, partner agencies and other agencies on correct protocols to follow in respect to information sharing, data disclosures and the data protection impact assessment process.
7. To maintain a record of, and manage agreements and accompanying documents in respect to all information sharing and data disclosures and data protection impact assessments for the Force.
8. To support the Disclosure, Records and FOI Manager to implement and monitor all procedural changes necessitated by legislative changes.
9. To undertake general administrative duties in support of the Information Management and Compliance Department.
10. To assist Information Management and Compliance Administrative Support staff with the co-ordination, administration, collation and publication of information and associated tasks connected with the Freedom of Information Publication Scheme.
11. To have an understanding of the requirements as set out in the College of Policing Authorised Professional Practice (APP) on Information Management.
12. To keep up to date with developments and changes in relation to information sharing, information disclosure and data privacy and to keep abreast of national changes to Information Management and Compliance practices, changes to relevant legislation, Information Commissioner's Office Code of Practice and guidance and the Wales Accord on the Sharing of Personal Information (WASPI) in order to provide guidance and support to staff, officers and external customers in such matters.
13. To develop skills in the area of Information Management and Compliance in order to multi-task across the individual areas of Information Management and Compliance as required.
14. To undertake any other duties within the Information Management and Compliance Department as directed by the Head of Information Management.

Role Generic Tasks

15. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].

16. To deliver advice and guidance to the point of resolution.
17. To undertake activities and administrative tasks as required.
18. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times
19. To communicate effectively with internal and external customers.
20. To ensure force systems are maintained and updated effectively in line with business processes.
21. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
22. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection Act 2018, General Data Protection Regulation (GDPR) and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]	
Only evidence against these <u>FIVE</u> attainments on your application form	
	1. Must have the ability to assimilate knowledge of legislation (E)
	2. Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload (E)
	3. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)
	4. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	5. Must be computer literate, proficient in the use of Microsoft Word and Excel (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Must have experience of collation and evaluation of information and the ability to elicit information through the research of systems (E)
	2. Must have experience of developing networks to promote partnership working (E)
	3. Should have completed the NPCC Data Protection Training Course – Intermediate, or be prepared to successfully complete this training within 12 months of commencing in role (D)
	4. Must possess a Diploma level qualification related to the specialist area, or have proven, relevant experience bringing the role holder to a comparable level (E)
	5. Must demonstrate a practical approach to problem solving (E)
	6. Must have effective keyboard inputting skills (E)
	7. Must be able to travel within the force area as required by the role (E)

KEY: (E) – Essential / (D) – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.