JOB DESCRIPTION / ROLE PROFILE

Job Title:	**Data Protection Officer**
Grade:	**MG2**
Directorate:	**Resources**
Division / Section:	**Transformation & Technology Services**
Reports to:	**Service Manager, Service Delivery**
Date:	**March 2018**

ROLE PURPOSE

To direct and oversee all data protection and information management activities and provide subject matter expertise on the proper handling of personal information across the Council and its third party suppliers to comply with data protection legislation.

Responsible for the development of Document and Records Management across the Council. Owns the Information Architecture and strategy for corporate EDRM and other information systems for the Council.

Develops and implement the operation of controls and management strategies to maintain the confidentiality, integrity, availability, accountability and relevant compliance of information and information systems used within the Council.

Supports the Monitoring Officer in operating FOI and DPA policies across the Council, ensuring compliance with regulations, standards and Code of Practice relating to the Transparency Code (Open Data) and ICO Publication Scheme.

DIMENSIONS
Budget
- No financial responsibility

Staff
- No direct reports

Scope
- This role is statutory and reports into (dotted line) the highest management level in the organisation. The DPO is the subject matter expert for Information Management including Transparency Code, GDPR and FOI

- Responsible for risk management of information assets across the Council

CONTEXT

Harrow Council is actively seeking a journey of significant change, to enable it to exist and provide services, with less financial resources. This means that the organisation is considering and implementing radical changes so that the quality of service meets demand, and that all activities add value. The work of the Business Transformation and Customer Service Division is integral to ensuring that this can be achieved. The Council operates a devolved ICT delivery model, where the services are responsible for their own line of business applications. The Transformation and Technology Services team (TTS) provides hosting, connectivity and desktop services as well as corporate oversight of security and other support to corporate transformation initiatives. Specifically the following functions:

- Management of the commercial relationship with our corporate technology service providers, assurance of service delivery and the development and delivery of technology projects.
- Information security and governance across the Council
- Supporting business transformation across the Council
- Maintaining corporate guidance and templates for project management

The post holder reports to the Service Manager, Performance, Information Governance & Security

MAIN DUTIES / ACCOUNTABILITIES

	Generic Duties/Accountabilities
1	Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.
2	Promote and ensure participation in the Council's IIP, IPAD and training initiatives, information governance initiatives and information management best practice.
3	To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes and active role in promoting a positive health and safety culture.
4	To support the operation of local and general elections when requested by the Retuning Officer
5	To develop the structures, systems and policies necessary to support effective service delivery.
6	Ensures operational issues are resolved effectively and precedents are set for the resolution of similar issues.
7	To contribute to longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.
8	To manage the services provided in a way that promotes the Council's approach

Generic Duties/Accountabilities	
	to diversity.

Service Specific Duties/ Accountabilities	
9	Manages and assures risk: • Reports risk and data breaches internally and where appropriate to the ICO • Act as a contact point for the ICO on matters related to the processing of personal data • With the Senior Information Risk Owner (SIRO) leads an Information Governance Board to coordinate information risk management, information sharing and data quality across the Council. • Ensures any new Information Systems across the Council consider the Council's requirements for information and records management. • Develop information sharing across the Council and with partners, ensuring that the information needs are met whilst appropriate safeguards are in place. • Ensures compliance with regulations, standards and Code of Practice relating to the Transparency Agenda (Open Data) and ICO publication scheme. Works with the Security & Compliance Manager to ensure appropriate policies are reviewed, developed, implemented and communicated. • Provide professional advice on information and records management including data protection and freedom of information legislation keeping up to date with legislative changes. Monitor performance as required by GDPR
10	Manages, implements and promotes policy: • Inform and advise the Council of the obligations under the General Data Protection Regulations (GDPR) as data controller or processor of personal data • Responsible for the development of Document and Records Management through promotion of a vision of a common approach across the Council. • Manages and maintains the Council's Corporate Disposal policy and implement such timescales in the EDRMS system and the manual records held in storage. • To implement and maintain the Council's Protective Marking Methodology (PMM) and provide (PMM) guidance and advice to all staff on using the PPM to classify information assets. • Supports the Monitoring Officer in the Council's proactive and reactive response to the requirements of the Data Protection Act/Freedom of Information Act and to lead and develop all policies and guidance as such
11	Manages and assures compliance: • Monitor compliance with GDPR and other data protection and privacy laws (eg PEGC) and conduct internal audits as required under the Act. • Ensure appropriate assurance activities are undertaken and approval

Service Specific Duties/ Accountabilities	
	processes are in place, reviewed and updated to facilitate compliance with GDPR as understanding of its requirements mature
	• Review and advise on Data Protection Impact Assessments and monitor performance
	• Responsible for the monitoring and reporting of breaches, ensuring they are investigated appropriately with long term mitigation plans in place. Challenges at the most senior level of the organisation when procedures and protocols are not adhered to.
	• Work with managers across the council to ensure buy-in to projects, and where appropriate 'recruit' champions to support the delivery of projects across directorates
	• Responsible for strategy, development and governance of the Council's EDRMS, contributing to the creation and review of systems capability strategies which meet the strategic requirements of the business and ensuring that the underlying Information Architecture and agreed procedures and security protocols are adhered to.
	• Liaise with senior managers to promote the use of the Council's EDRMS system. This will ensure that the Council's information policies including the security of that data are facilitated
12	To develop and maintain the Council's Information Asset Register and Information Risk Action plans.
13	To develop and deliver training programmes on a range of topics and for a range of staff throughout the Council
14	To represent the Council at regional and national forums regarding Information & Records Management.
15	Any other duties commensurate with the general level of the post and in support of the IT Client Team including supporting and deputising for colleagues when urgent action is required to respond to incidents that are affecting the business.

SELECTION CRITERIA

Note for applicants
The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.
In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked 'A' below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be shortlisted.
Shortlisting will be on the basis of assessing the selection criteria marked 'A'

Note for managers

List the selection criteria that are essential for individuals to possess in order to the do the job. Equality & diversity criteria must be built into the selection criteria to assess understanding, awareness and commitment to equality and diversity in employment and service delivery and how individuals will apply it when carrying out their duties.

Clearly indicate in the end column which **method of assessment** or combination of methods will be used to assess each criteria i.e. Application (A), Interview (I), Test (T)

Ranking Order – All criteria must be numerically ranked (in the ranking order column) in order of importance with the most important criteria ranked highest relative to other criteria ie. the most important criteria be given the ranking order of 1, the next most important 2 and so on. Where 2 or more criteria are equally important, they should be ranked the same ie. both given the same ranking order of 1 for example.

Ranking Order	Knowledge Indicator (Define the knowledge that is essential to the job e.g. particular legislation related to the job)	Method of Assessment
1	**a.** Must have a clear understanding of the diverse nature of Harrow's communities and Harrow's workforce, and the implications for service delivery.	A/I
1	**b.** Subject matter expert for Information Management including Transparency Code, GDPR	A/I
2	**c.** A good understanding of the complex nature of local authority information technology and its implications on maintaining standards and implementing change.	A/I

Ranking Order	Experience (Specify the range, type and depth of experience required rather than being general or just specifying the number of years and consider relevant unpaid work)	Method of Assessment
1	**d.** Experience of developing policies, procedures and standards for Information Management.	A/I
1	**e.** Experience of working with business managers to assess information risks and design information architecture and controls	A/I
1	**f.** Experience of working within a political environment, and communicating effectively with Councillors or equivalent (eg, board members).	A/I
2	**g.** Experience of developing training material and guidance	A/I

Ranking Order	Education, Qualifications and Training (Specify only essential qualifications that can be justified and equivalent qualifications gained outside the UK, consider work related qualifications e.g. NVQ's. Remember relevant experience can be in addition to or instead of qualifications. If no qualifications are required, this section can be left blank)	Method of Assessment
	No essential qualifications stipulated	

Ranking Order	Skills and Abilities (Specify type and level of skills and abilities relevant to the job that can be measured, e.g. accurate recording)	Method of Assessment
1	h. Ability to apply logical analysis to legislative guidance and interpret what that means for the business.	A/I
1	i. Ability to apply logical analysis to complex risks and issues and design appropriate procedures and controls to mitigate them.	A/I
1	j. Ability to apply governance through persuasive, collaborative working - not just by enforcement.	A/I
2	k. Familiar with techniques for analysing and refining business processes	A/I
2	l. Familiar with project management methodologies and techniques, eg Prince 2	A/I

Ranking Order	Other Essential Factors (Specify criteria directly related to the job e.g. ability to work unsocial hours, physical requirements, distinguish between 'need' and 'convenience' so it is justifiable and not discriminatory e.g. to women or disabled applicants. Include Genuine Occupational Qualifications or Requirements (GOQ's or GOR's) here if an essential requirement)	Method of Assessment

Approvals

Form Completed by:
Name: **Rahim St John**
Designation: **Head of BTP & ICT**
Signature: _____ **Date:** _____
Form Evaluated by:
Name: _____
Designation: _____
Signature: _____ **Date:** _____

ESSENTIAL CAR USER ALLOWANCE
Please consider this role against the ESSENTIAL USER CAR ALLOWANCE POLICY, effective 1 July 2007
Essential user car allowance   No   (Delete as appropriate)