

# Job Description and Person Specification

**Role:** Legal Officer (Information Governance, Police Disclosure)



## Job Description

<b>Job Title</b>	Information Governance (Police Disclosure) Officer
<b>Grade</b>	5
<b>Service</b>	Information Governance
<b>Reports to</b>	Head of Information Governance
<b>Location</b>	Council House
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

Support the Information Governance Team in providing a service to the Council, its Directorates and Service Areas in relation to Police disclosure and information governance work.

Support the Head of Information Governance in the development, implementation and operation of disclosure processes within the team in order to ensure the delivery of information within agreed timescales and maximise the efficient use of available resources.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Provide support to the Team.
2. Draft documentation including letters, reports and compile documents and records.
3. Consider and provide advice to the client department on documentation prepared.
4. Representation of the service and clients at meetings, panels and other forums as required.
5. Identify and obtain relevant electronic and hard copy documents.
6. Use of general and internal IT packages.
7. Provision of training to colleagues and clients as appropriate.
8. Research, analysis and continued updating of legal knowledge relating to IG and Data Sharing, both IG and Police Disclosure.
9. To carry out work with a high degree of confidentiality using appropriate security measures and processes.
10. To contribute to his/her own training and development needs.
11. To conduct all work in accordance with departmental and corporate performance standards in order to maintain a standard of excellence.
12. To carry out any other duties and responsibilities within the range of the salary grade.

## Key relationships

**External** West Midlands Police, Other Police Services, Crown Prosecution Service

**Internal** Council services including social care

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

None

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• A good knowledge and understanding of local government and administrative law, including the changes facing local authorities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of office procedures relevant to a busy office.</li> </ul>	
<ul style="list-style-type: none"> <li>• Working knowledge of information law.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to draft documentation including, letters, reports and compilation documents.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to redact documents in accordance with the Data Protection Act 2018/GDPR.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to demonstrate a clarity of thought and expression and be able to communicate effectively both orally and in writing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to give good, sound, pragmatic, concise and clear advice to colleagues, officers in other departments, and clients.</li> </ul>	
<ul style="list-style-type: none"> <li>• Have a proficient level of skill and expertise in information law.</li> </ul>	
<ul style="list-style-type: none"> <li>• Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to adapt to new areas of work and take on tasks/duties outside his/her field of expertise competently recognising when he/she lacks the requisite knowledge and requires professional support and supervision.</li> </ul>	
<ul style="list-style-type: none"> <li>• Customer focussed, understand the nature of local government in-house Information Governance service and can develop and maintain a good working relationship with external partners including the police.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work with a high degree of confidentiality using appropriate security measures and processes.</li> </ul>	
<ul style="list-style-type: none"> <li>• Capable of working enthusiastically as a member of a team.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to evaluate personal development needs in relation to the Directorate Operational Plan and customer requirements.</li> </ul>	

<ul style="list-style-type: none"> <li>• Commitment to effective use of IT resources and customer care principles.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience in Redaction is essential- minimum one year required.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience and understanding in of information law.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of representing clients at meetings, panels and other forums or other equivalent relevant experience.</li> </ul>
<ul style="list-style-type: none"> <li>• A track record of meeting strict deadlines and timescales.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working in an in-house local government IG Service or other equivalent experience.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• GDPR, qualification or relevant legal office-based experience or equivalent relevant experience in the handling of personal data.</li> </ul>
<b>Special Requirements</b>

<b>Date Created</b>	February 2025	<b>Date Reviewed</b>	February 2025
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