



## Coventry City Council

## Job Description

**Job Title:** Information Governance (Police Disclosure) Officer

**Job Number:** P1494D

**Directorate:** Legal & Governance Services

**Post Number:** 1025730

**Service:** Information Governance

**Grade:** Grade 5

**Location:** Council House

### Job Purpose:

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 and Responsibilities:

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.

## **All employees**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

## **All employees**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

<b>Responsible to:</b>	Head of Information Governance
<b>Date Reviewed:</b>	September 2020
<b>Updated</b>	<b>September 2020</b>



## Person Specification

<b>Job Title:</b>	Information Governance (Police Disclosure) Officer	<b>Job Number:</b>	P1494D
<b>Directorate:</b>	Legal & Governance	<b>Post Number:</b>	1025730
<b>Services:</b>	Information Governance	<b>Grade:</b>	Grade 5
<b>Location:</b>	Council House		

Area	Description
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<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><li>• Knowledge and understanding of office procedures relevant to a busy Legal office.</li><li>• Working knowledge of information law.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability to draft documentation including, letters, reports and compilation documents.</li><li>• Ability to redact documents in accordance with the Data Protection Act 2018/GDPR.</li><li>• Able to demonstrate a clarity of thought and expression and be able to communicate effectively both orally and in writing.</li><li>• Able to give good, sound, pragmatic, concise and clear advice to colleagues, officers in other departments, and clients.</li><li>• Have a proficient level of skill and expertise in information law.</li><li>• Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales.</li><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><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><li>• Ability to work with a high degree of confidentiality using appropriate security measures and processes.</li><li>• Capable of working enthusiastically as a member of a team.</li><li>• Able to evaluate personal development needs in relation to the Directorate Operational Plan and customer requirements.</li><li>• Commitment to effective use of IT resources and customer care principles.</li></ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Redaction is essential- minimum one year required.</li> <li>• Experience and understanding in of information law.</li> <li>• Experience of representing clients at meetings, panels and other forums or other equivalent relevant experience.</li> <li>• A track record of meeting strict deadlines and timescales.</li> <li>• Experience of working in an in-house local government IG Service or other equivalent experience.</li> </ul>
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<b>Educational:</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>
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<b>Special Requirements:</b>	
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<b>Date Reviewed:</b>	September 2020	<b>Updated:</b>	<b>September 2020</b>
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