

Information Rights Officer (FOI) Grade 10

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and the people of Staffordshire
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Access to Information Team is responsible for ensuring that the requirements of the Freedom of Information Act (FOI), Environmental Information Regulations (EIR), Data Protection Act 2018 (DPA), General Data Protection Regulations (GDPR), and other access to information legislation are met.

About the Role

The Information Rights Officer is responsible for supporting and ensuring the council's compliance with statutory access to information requirements and standards.

This role is the principal contact for specialist knowledge and advice relating to policy, procedure and requests for information under the provision of the Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIR) and Data Protection Act.

The role will provide advice and training along with designing and implementing processes to ensure that the Council comply with FOI, EIR and Data Protection Act legislation.

This post is designated as a casual car user.

Reporting Relationships

Responsible to: Head of Information Governance & Data Security Assurance

Responsible for: Not Applicable

Key Accountabilities:

- To lead and manage requests for information (under FOI and EIR) and transparency data for the Staffordshire County Council and partner organisations, ensuring statutory obligations are met.
- To develop and maintain appropriate, and up-to-date policies, processes, procedures, and systems to enable Staffordshire County Council to comply with the statutory requirements of FOI, EIR and associated legislation.
- To provide to Staffordshire County Council departments, and partner organisations with detailed, expert, legally compliant professional advice and interpretation of legislation and policy relating to FOI and EIR.
- To ensure internal and external partners/ clients are educated and informed of their statutory obligations relating to FOI and EIR by developing training and guidance.

- To liaise with service departments to ensure that requests for information are managed within the legislative timeframes. Escalating overdue requests and non-compliance.
- To manage the exemptions and public interest test by collating service area intelligence and information, interpreting legislation and caselaw and providing technical legislative advice to services, senior managers, and council's public interest test panel.
- To support the investigation of complaints relating to FOI and EIR requests by providing technical advice, interpretation of legal requirements, case law and evidence based information.
- To ensure FOI performance statistics and transparency data, as required by statutory codes of practice, and management information are prepared, provided, and where relevant, published.
- To provide day to day supervision of the allocation of work of the Business Support Assistant and provide technical advice and support.
- To work closely with the Information Rights Officer (DPA) to ensure a requests for information are managed in an efficient and timely manner.
- To ensure information is accessible to the public in accordance with statutory transparency data publication requirements by undertaking research, and collating data, ensuring webpages are up to date.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Environment

Deliver a reduction in the Council's environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Educated to degree level or equivalent or have substantial FOI experience. Post graduate qualification in Information rights OR ISEB professional certificate in information governance 	<p>A</p> <p>A</p>
  	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Demonstrable experience as a practitioner in an information governance role Detailed legal knowledge of principles and practices of data protection/freedom of information/environmental information regulations Detailed knowledge of up to date UK statutory guidance, codes of practice and relevant case law Experienced in independently researching, interpreting and presenting legal decisions and case law. Experience of providing professional and comprehensive legally compliant advice Ability to supervise others. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> Effective written and oral communications skills to lead workshops and deliver management briefings and training Diplomatic with the ability to influence others Flexible approach for dealing with a wide ranging customer base including members, senior managers, Office of the Information Commissioner, legal representatives of third parties Ability to identify important and critical information Able to organise own work and to motivate and support others ICT skills 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300