

**ROLE PROFILE**

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| Post Title: | Data Protection Compliance Auditor |
| Grade: | LC6 | **JE: 794** |
| Location: | Hutton, HQ |
| Responsible to: | Head of Data Protection & Data Protection Officer |

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| **Job Purpose:** |
| To review Force compliance with the Statutory Code of Practice on the Management of PoliceInformation (MOPI), the associated Authorised Professional Practice (APP) and Data Protectionlegislation. To assess deliverables as documented on the APP Data Protection Action Plan andsupport an annual programme of audit reporting to senior management on areas of compliance. Toreview and update MOPI related policy/procedures and the associated library of information. Toprovide daily support in respect of advice and guidance issues relating to the collection, input,retrieval, use and disclosure of information, and in particular the guidance contained within the MOPI.To assist in any other data protection / MOPI associated work projects, feeding back information aboutcompliance with the various areas of legislation. |

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| **Key Responsibilities:** |
| **This is not a comprehensive list of all the tasks which may be required of the post holder.****It is illustrative of the general nature and level of responsibility of the work to be****undertaken.** To assess Force compliance with data protection and MOPI. To review information managementpolicies and practice against the APP on Information Management and undertake systematicaudits to identify which locally adopted practices and policies conform to the APP To identify areas for audit in all relevant business areas in line with the APP and the DataProtection Action Plan; making recommendations for areas to be included in future AnnualInformation Management Audit Plans To apply risk assessment techniques in order to document issues identified and to makerecommendations in relation to identified risks To work with managers from the relevant business areas assisting them to develop and deliverquality assurance procedures To present findings and make recommendations through reports to Senior Management. Toreview all policies/procedures and other guidance documents as referred to in the National Guideto MOPI To assist in the development of future policy and procedures as may be required To provide advice and guidance in matters relating to information management, and in particularthose relating to the principles of the Data Protection Act, to to assist in the delivery of formalisedtraining To keep up to date with the national issues that arise out of the National MOPI Review andensure that new work areas are identified and taken forward. To acquire and maintain a fullworking knowledge of Data Protection and MOPI To review the work of units responsible for compliance ensuring that policies, etc are updatedand maintained and also that new legislation is identified and adhered to. To deal with allenquiries relating to MOPI and assist where problems exist Provide support and assistance to the Head of Data Protection on MOPI related matters. To maintain links with the national MOPI / Data Protection Auditors To develop your skills and knowledge and those of other staff to enhance the performance of theDepartment Demonstrate a strong commitment to delivering a high standard of service with an emphasis onQuality at all times To promote and comply with Lancashire Constabulary’s policies on equal opportunities andhealth and safety both in the delivery of service and the treatment of others To be responsible for improving your performance by participating in the Continuous ProfessionalDevelopment (CPD) process with your manager To carry out any other duties which are consistent with the nature, responsibilities and grading ofthe post |

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| **Behaviours :** |
| The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.For more details on these competencies please follow the link provided.<https://profdev.college.police.uk/competency-values/>This role is required to operate at or be working towards the levels indicated below: |
| **Resolute, compassionate and committed** |
| **Behaviour** | **Level** | **To be Identified by** |
| We are emotionally aware | 1 | Interview |
| We take ownership | 1 | Interview |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | 1 | Interview |
| We deliver, support and inspire | 1 | Interview |
| **Intelligent, creative and informed policing** |
| We analyse critically | 2 | Interview |
| We are innovative and open minded | 2 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

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| **Values :** |
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. |
| **Integrity** | **Impartiality** |
| **Public Service** | **Transparency** |

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| **Qualification**  |
| **Essential** | **Desirable** | **To be identified by** |
| Possession of a recognised dataprotection/ audit qualification equivalentto NVQ Level 4 or willingness uponappointment to attain within areasonable period of time, normally 12months. |  | Application Form / Interview |
| **Knowledge / Experience** |
| Knowledge of the Statutory Code andAPP relating to MOPI and the NationalAction Plan.Experience of compliance with theGuidance (APP) relating to MOPI. |  | Interview |
| Experience of managing information byapplying the data protection principlesand dealing with issues relating toinformation security | Working knowledge of theData Protection Act 2018, UKGeneral Data ProtectionRegulation, the HumanRights Act 2000 andGuidance in relation to theuse and disclosure ofinformation | Application Form / Interview |
| Experience of implementingpolicy/procedure in a policingenvironment |  | Interview |
| Experience of research techniques andinterrogating computer systems toextract information for specificpurposes |  | Application Form / Interview |
| Experience of interrogating computersystems to produce comprehensivereports / diagrams / Process Maps |  | Application Form / Interview |
| Experience of auditing for compliance,highlighting errors and makingrecommendations for improvement |  | Application Form / Interview |
| Experience of collating and evaluatinglarge amounts of information andpresenting findings within detailed written reports | Experience of auditing forcompliance, highlightingerrors, making recommendations forimprovement andIdentifying the potentialimpact of outcomes on theorganisation | Application Form / Interview |
|  | Experience of attendingmeetings and ability torepresent the Constabulary atlocal/regional level | Interview |
| Experience of working with minimalsupervision, organising and prioritisingown workload and using own initiativeto investigate problems, developsolutions and taking appropriate timelyaction |  | Interview |
| The ability to work as part of a teammeeting deadlines and tight timescaleswithin a pressurised environment |  | Interview |
| The ability to demonstrate a high levelof accuracy and attention to detail,particularly relating to the collection,collation and recording of information |  | Application Form / Interview |
| Knowledge of Health & Safety, EqualOpportunities, Community RaceRelations and Data Protectionlegislation/issues |  | Interview |
| Experience of auditing for compliance,highlighting errors and makingrecommendations for improvement |  | Application Form / Interview |
| **Others** |
| An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy |  | Attendance to be checked post interview by Recruitment for internal staff, via references for external |
| Required to pass Security Vettingprocess |  | CTC Check / Vettingprocess |
| The ability to travel on Constabularybusiness as required. | Holder of a driving Licence | Interview |
| Demonstrates a flexible approach to working practices and hours |  | Interview |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being

successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate

based upon any combination of assessments that is deems appropriate.

**Date last updated: May 2019**