

**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 Police  Information (MOPI), the associated Authorised Professional Practice (APP) and Data Protection  legislation. To assess deliverables as documented on the APP Data Protection Action Plan and  support an annual programme of audit reporting to senior management on areas of compliance. To  review and update MOPI related policy/procedures and the associated library of information. To  provide 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 about  compliance 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 management  policies and practice against the APP on Information Management and undertake systematic  audits 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 Data  Protection Action Plan; making recommendations for areas to be included in future Annual  Information Management Audit Plans   To apply risk assessment techniques in order to document issues identified and to make  recommendations in relation to identified risks   To work with managers from the relevant business areas assisting them to develop and deliver  quality assurance procedures   To present findings and make recommendations through reports to Senior Management. To  review all policies/procedures and other guidance documents as referred to in the National Guide  to 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 particular  those relating to the principles of the Data Protection Act, to to assist in the delivery of formalised  training   To keep up to date with the national issues that arise out of the National MOPI Review and  ensure that new work areas are identified and taken forward. To acquire and maintain a full  working knowledge of Data Protection and MOPI   To review the work of units responsible for compliance ensuring that policies, etc are updated  and maintained and also that new legislation is identified and adhered to. To deal with all  enquiries 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 the  Department   Demonstrate a strong commitment to delivering a high standard of service with an emphasis on  Quality at all times   To promote and comply with Lancashire Constabulary’s policies on equal opportunities and  health 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 Professional  Development (CPD) process with your manager   To carry out any other duties which are consistent with the nature, responsibilities and grading of  the 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 data  protection/ audit qualification equivalent  to NVQ Level 4 or willingness upon  appointment to attain within a  reasonable period of time, normally 12  months. |  | Application Form / Interview |
| **Knowledge / Experience** | | |
| Knowledge of the Statutory Code and  APP relating to MOPI and the National  Action Plan.  Experience of compliance with the  Guidance (APP) relating to MOPI. |  | Interview |
| Experience of managing information by  applying the data protection principles  and dealing with issues relating to  information security | Working knowledge of the  Data Protection Act 2018, UK  General Data Protection  Regulation, the Human  Rights Act 2000 and  Guidance in relation to the  use and disclosure of  information | Application Form / Interview |
| Experience of implementing  policy/procedure in a policing  environment |  | Interview |
| Experience of research techniques and  interrogating computer systems to  extract information for specific  purposes |  | Application Form / Interview |
| Experience of interrogating computer  systems to produce comprehensive  reports / diagrams / Process Maps |  | Application Form / Interview |
| Experience of auditing for compliance,  highlighting errors and making  recommendations for improvement |  | Application Form / Interview |
| Experience of collating and evaluating  large amounts of information and  presenting findings within detailed written reports | Experience of auditing for  compliance, highlighting  errors, making recommendations for  improvement and  Identifying the potential  impact of outcomes on the  organisation | Application Form / Interview |
|  | Experience of attending  meetings and ability to  represent the Constabulary at  local/regional level | Interview |
| Experience of working with minimal  supervision, organising and prioritising  own workload and using own initiative  to investigate problems, develop  solutions and taking appropriate timely  action |  | Interview |
| The ability to work as part of a team  meeting deadlines and tight timescales  within a pressurised environment |  | Interview |
| The ability to demonstrate a high level  of accuracy and attention to detail,  particularly relating to the collection,  collation and recording of information |  | Application Form / Interview |
| Knowledge of Health & Safety, Equal  Opportunities, Community Race  Relations and Data Protection  legislation/issues |  | Interview |
| Experience of auditing for compliance,  highlighting errors and making  recommendations 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 Vetting  process |  | CTC Check / Vetting  process |
| The ability to travel on Constabulary  business 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**