



## ROLE PROFILE

Post Title:	Data Protection Compliance Auditor	
Grade:	LC6	<b>JE: 794</b>
Location:	Hutton, HQ	
Responsible to:	Head of Data Protection & Data Protection Officer	

### 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.

### 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 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

## 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.

<b>Values :</b>	
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.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
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
<b>Knowledge / Experience</b>		
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	Experience of auditing for compliance, highlighting errors, making	Application Form / Interview

reports	recommendations for improvement and Identifying the potential impact of outcomes on the organisation	
	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
<b>Others</b>		
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**