

Office of the Police and Crime Commissioner for Hampshire and the Isle of Wight

ROLE PROFILE

Job Title	Data Protection and Risk Officer
Job Grade	F
Reporting to	Head of Legal and Governance
Direct Reports	None
Relationships	Chief of Staff (COS) Senior Leadership Team (SLT) Hampshire and Isle of Wight Constabulary - including Chief Officer's PAs/Staff Officers, Information Management and Risk Management teams Local authorities & communities Other - Information Commissioner's Office (ICO)
Job Purpose	To provide functional support and delivery to ensure the organisation is: ▪ Legally and procedurally compliant with data protection legislation. ▪ Operating within a culture of corporate risk management and promoting compliance with risk management in line with agreed risk appetites.
Context	The post-holder will also be responsible for fulfilling the statutory function of Data Protection Officer, as defined in the UK General Data Protection Regulation and other associated legislation.
Key Responsibilities	
	Information management/Data Protection: ▪ The post-holder, as the appointed Data Protection Officer will be responsible for monitoring organisational compliance with data protection requirements and providing advice and support to maintain an appropriate level of compliance and accountability escalating where necessary to appropriate senior stakeholders.

	▪ Provide advice, guidance and training at all levels of the organisation and across business areas to support the overall level of data protection compliance. ▪ Monitor and report on compliance across the business. ▪ To process Information Rights requests, (FOI), including Subject Access, Objection and Erasure requests, and associated liaison with Data Subjects and relevant third parties. ▪ Coordinate the management of the register of processing activity. ▪ To review and support in the completion of Data Protection impact assessments in line with the UK GDPR and Data Protection legislation and monitor performance of the assessments. ▪ Review and make recommendations on Data Sharing agreements. Act as the first point of contact for data breaches and conduct any subsequent investigation liaising with Supervisory Authorities as needed. Risk Management ▪ Support the Chief of Staff and Chief Finance Officer with internal audit, including relationship management and reports to the Joint Audit Committee (JAC). ▪ Provide advice, guidance and training at all levels of the organisation and across business areas in support of Risk Management and corporate governance. ▪ Responsible for management and coordination of risk across the OPCC including maintenance of the strategic risk register. ▪ To contribute to and implement the Risk Management Strategy and appropriate systems. ▪ To monitor performance of the Risk Management Strategy. ▪ To act as professional advisor to the OPCC and COS on all Risk Management.
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	▪ Advise the COS on corporate and external risk factors to aid decision making via a clear risk assessment process which informs OPCC strategic decisions. ▪ Monitor the effectiveness of strategy decisions and change programmes via the OPCC risk framework. ▪ Monitor and report on the implementation of the OPCC 'risk appetite', to aid decisions on organisational Strategy and provide clarity to external bodies. ▪ Work effectively with partnership arrangements to clearly articulate organisational risks, define ownership and inform strategic decisions. ▪ To support and encourage a culture of risk management across the OPCC. Organisational policies and procedures: ▪ The post-holder will support the Head of Service to ensure the organisation reviews, maintains and updates its policies and procedures; specifically, the post-holder has responsibility for information management and risk management policies.
Key Decision Making Areas in the Role	As Data Protection Officer decide when to alert the Head of Service and the COS to: ▪ Data protection issues within the organisation. ▪ Data breach incidents that require reporting to the Information Commissioner's Office. ▪ Whether the factors put in place to mitigate high-risk data processing activity are sufficient to protect personal data from accidental release or unlawful access. As Data Protection Officer provide ongoing support and management of: ▪ Interpretation of the law, guidance and policies of the Information Commissioner's Office. ▪ Creation of information management policies.

	▪ Performance reporting. As Risk Officer decide when to alert the Head of Service and the COS to: ▪ Risks that may have a critical impact on business either due to scale or proximity. ▪ Non-compliance or divergence from the agreed risk appetite or framework that may significantly impact business continuity. Resolve conflicting demands on time and resource to meet a heavy workload. Prioritise enquiries and interpret a range of options for action or referral to more senior management. Evaluate options for reporting and presentation of data that informs SLT on all work streams.
Role Dimensions - financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)	Financial No budget management. Non-financial Prioritisation of workload across all business. Management of the data protection function carries significant responsibilities, including reputational damage for the OPCC and HIOWC, as well as financial penalties from the ICO if legislation is not complied with. There will be direct engagement with the Chief of Staff, other organisations, partners and members of the public. Managing the complexities of risk management and being confident in decision making relating to risk review, assessment and escalation.
Role requirements for operational effectiveness	The post holder will be required to display evidence of the following: (Essential) Educated to QCF Level 6/degree level, or relevant professional work experience deemed to have brought the post-holder to a comparable level.

	Professional knowledge of the Data Protection Act 2018 including the Law Enforcement Directive, the UK-GDPR, and other relevant privacy legislation. Commitment to completion of a professional qualification such as Practitioner Certificate in Data Protection. Experience of working in information management, dealing with personal data requests, and handling information in accordance with data protection legislation. Professional knowledge of Risk Management and the ISO31000 standard. Experience of applying and working within a Risk Management framework such as the Orange Book. Experience of managing and assessing risk and subsequent analysis as part of an organisations risk profile. Proven ability to act independently in accordance with legislation, policy, procedures and delegated authorities. Possess highly effective interpersonal, analytical and communication skills, both verbal and written, and with the ability to influence senior management. Experience of presenting reports and recommending improvements in processes and data recording to comply with national and local requirements to reduce business risk. Experience of delivering training and an ability to promote a data protection and risk management culture. Ability to build constructive relationships with staff at all levels of the organisation and with external agencies. Some political awareness and with the ability to anticipate potential stakeholder / political responses in discharging the responsibilities associated with the post. (Desirable) Professional qualification in Data Protection Professional qualification in Risk Management Member or associate status of a professional body in at least one discipline.
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Corporate and statutory initiatives - Equalities/ health and safety/ e-government/ sustainability

Maintains an awareness of corporate and departmental equalities and health and safety policies and procedures and applies them in the day-to-day job requirements.

Ensures staff are aware of corporate and departmental equalities and health and safety policies and procedures through training and advice to direct reports.

Fulfils professional competencies where these are an essential requirement of the role.

Working Conditions

On occasion, there will be a need to work in the evening or at the weekend, but this can be taken as 'time off in lieu' at a later date, or in-line with other agreed policies. Expenses can be claimed in line with policy, and the OPCC Flexible Workplace Policy applies to the post-holder.