

LE PROFILE Part1	Role Title	FREEDOM OF INFORMATION NATIONAL REFERRAL OFFICER			Dept /LPA	NPFDU
			VETTING LEVEL	MV		
Grade/Rank	Scale SO1					
Responsible To	NPFDU Deputy Manager					
Staff Line Managed	None					
Reviewed by (Manager)	Justine Brisley				Date	13/03/2024
Purpose of Job	To support the functions of the Freedom of Information(FOI) national referral process and promotion of FOI best practice across the Police Service.					
Key Accountabilities	<ol style="list-style-type: none"> 1. To apply the policies and procedures contained within the Freedom of Information Approved Professional Practice and the NPCC FOI Manual of Guidance to the national police referral process. 2. To provide expert advice and direction to force FOI teams on the application of statutory exemptions and the public interest test, in line with best practice. 3. To collaborate on the development of national FOI policy, supporting a national approach to requests for information across the police service. 4. To engage with relevant stakeholders including government departments, partner agencies and other relevant organisations to establish views on the suitability of release of police held information. 5. To maintain up to date knowledge of FOIA related legislation, regulatory guidance, case law and best practice 6. To quality assure the proposed responses of FOI teams nationally, to ensure legislative compliance and adherence to the NPCC portfolio direction. 7. To represent the NPFDU at meetings with partner agencies, chief officers and other stakeholders including the National Security Liaison Group. 8. To give regular and effective service. <p>This role profile is designed to assist role holders with understanding what is expected of them in their role. ACRO may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the role. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the role.</p> <p>The NPFDU is a national unit hosted by Hampshire & IOW Constabulary.</p>					
Additional Requirements	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.</p> <p>An initial 12 month probationary period will apply on appointment to the NPFDU National Referral Officer</p> <p>Visit various locations within the UK. This may involve staying away from home. The role holder must be able to meet travel requirements so therefore have access to a reliable system of transport where required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.</p>					
ROLE PROFILE Part2	<p>We are collaborative Level 1</p> <p>We Analyse Critically Level 2</p> <p>We are Innovative and Open Minded Level 2</p> <p>We Take Ownership Level 1</p>					

**CVF
Recruitment
Competencies**

**Education/
Qualifications**

Essential: [Educated to QCF Level 3](#) OR work experience deemed to have brought the postholder to a comparable level.

**Experience and
Skills**

Essential:
Significant experience of working within a busy multi-functional organisation.
Experience of conducting research and applying legal principles using a variety of sources including computerised information systems
Experience of writing reports and preparing presentations

Desirable: Experience in handling information rights requests. Knowledge and awareness of developments and issues relating to Data Protection, Freedom of Information and other related legislation. Knowledge of police organisation and methods.

Approved by HR

Kat Stypulkowski

Date

13/03/2024