

ROLE PROFILE Part1	Role Title	ACRO INFORMATION GOVERNANCE SUPERVISOR		Dept /LPA	ACRO
		VETTING LEVEL	SC		
Grade/Rank	SO2				
Responsible To	ACRO Information Manager				
Staff Line Managed	ACRO Information Governance Officers			Date	29/09/2023
Reviewed by	Alison Anderson-Sanger, ACRO Information Manager				
Purpose of Job	To provide professional advice and guidance on data protection and other information management legislation to ensure compliance with information management strategy, policy and procedures. To provide support to the Information Governance Officers, and ACRO staff at a variety of levels, as well as the Information Manager and Data Protection Officer.				
Key Accountabilities	1. To supervise the Information Governance Officers and provide team leadership. Including manage health and welfare needs, developing PDR objectives which support the key deliverables of the Governance team, develop and coach staff, to provide a proactive, efficient and flexible service to internal and external stakeholders. 2. To provide peer and Governance support to other supervisors in the Information Management Team and represent Information Governance, and Information Management at meetings., 3. To provide professional advice internal and external stakeholders, including third parties, Central Authorities, UK police forces and the general public when applicable, on queries with a UK GDPR, data protection legislation requirement and all other information governance related activities. 4. Advise all stakeholders, and Information Governance Team, on lawful information sharing, producing and reviewing, documentation for existing and new business. This will include referring work back where necessary, with clear advice on how to adequately address the requirements in respect of relevant legislation, policies and Codes of Practice. 5. Ensure that all appropriate policy documents are version controlled and retained in the ACRO Document Library, archiving obsolete documents so that they can be referenced as evidential material. 6. To manage the primary Data Breach Reporting system, providing guidance within breach case management, ensuring best practice and organisational learning is highlighted and embedded where appropriate. Identify when ICO referrals are required, assisting and guiding Deputy and Senior Managers in preparing the necessary reports and investigation responses as required by the ICO. Revise and deliver training for staff at all levels, tailoring requirements to the audience to respond to organisational data management. 7. To extract statistical data and qualitative data, preparing internal and external reports, involving research and interpretation in the application of new legislation. 8. To jointly lead and deliver on Compliance Audit strategy, inclusive of Chairing				

Workshops, Reports and Action Plans for ACRO processes, and monitoring Business Area progress, in line with the ACRO Compliance Audit Schedule, with the Audit Supervisor. Updating the Strategic Board with Audit outcomes and statistical data in respect of Business Area progress.

9. To manage the receipt of ACRO Court Orders, providing advice where required to the Information Governance team.
10. Supervise records management activities in order to assess ACRO records in accordance with the statutory 'Management of Police Information' retention framework to decide the future retention or deletion of ACRO records.
11. The post holder will be the point of contact for continual improvement of new and existing systems, and processes, for Information Governance. They will be required to delegate work to the Governance team, work with supervisor peers and other business areas and external stake holders providing input on their ideas, testing and implementing any new systems or processes.
12. To give regular and effective service.

Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire Constabulary 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 post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.

Additional Requirements

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.

Keep up to date with changes in legislation, local procedures and/or policies that affect wording practices and the use of police databases or systems (including European or International requirements where appropriate).

Vetted to the appropriate level (SC) to identify and confidentially handle sensitive, personal and classified information with integrity and in accordance with recognised Information Management standards and legislation.

The role holder is required to travel to meetings as necessary to represent ACRO at a regional level and therefore needs to have the ability to travel as necessary.

A probationary period of 6 months applies to this post.

May be asked to carry out fire warden duties to meet required standards if 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.

ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 2 We Take Ownership Level 2 We are collaborative Level 2 We Deliver, Support and Inspire Level 2 We Analyse Critically Level 2 Impartiality
Education/Qualifications	Essential: Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: BA Honours Degree / BCS Certificate in Data Protection, Law, Information Management or similar qualification.
Experience and Skills	Essential: Proven experience in assisting with the delivery of information governance strategy, to include the drafting of appropriate policy documents and policies, and writing of procedures and reports. In depth knowledge of the Data Protection Legislation, with experience in reading and interpreting legislative texts. Proven experience interpreting legal requirements for a business, particularly around information sharing and records management. Proficient with Microsoft applications to include Word, Outlook and Excel. Desirable: Previous supervisory experience and extensive experience working in an Information Management/Data Protection environment. Experience of managing data breaches, including analysis and the reporting process. Experience of writing appropriate policy documents such as Information Sharing Agreements. Good understanding of Information Management principles and relevant Data legislation. Good understanding of relevant laws, acts and appropriate documents on the Government website. Relevant qualification or considerable proven experience in records management

Approved by HR Kat Stypulkowski

Date 02.11.23

