

ROLE PROFILE Part1	Role Title	NPFDU MANAGER (NPCC)			Dept /LPA	NPCC
			VETTING LEVEL	DV		
Grade/Rank	HMG G					
Responsible To	Head of ACRO					
Staff Line Managed	NPFDU (National Police Freedom of Information & Data Protection Unit)					
Reviewed by (Manager)	D/Supt Danielle Daltrey				Date	24.01.2024
Purpose of Job	To efficiently manage and lead the NPFDU in its role as a national coordination body, providing professional advice and support for forces and stakeholders in all matters relating to both freedom of information (FOI) and data protection (DP) within the UK police service.					
Key Accountabilities	<ol style="list-style-type: none"> 1. Maintain an effective Central Referral Unit providing corporate and strategic advice to UK forces and partner agencies in respect of FOI and DP issues. 2. Chair the NPCC FOI Strategic Group developing and disseminating FOI best practice across the UK police service. 3. Provide an effective and efficient FOI and Data Rights service on behalf of the NPCC that fully satisfies its legal obligations. 4. Manage and support the NPFDU DP Advisor chairing the NPCC Strategic Data Sharing Group and Quality Assurance Panel 5. Represent the NPCC at the National Security Liaison Group 6. Develop working relationships with partner agencies, which include government departments such as the Security Service, NCA, Cabinet Office, Home Office and other bodies such as the Information Commissioner's Office, College of Policing, IPCC and CPS. 7. Manage the development and delivery of national FOI and DP training to UK police forces. 8. Represent the NPFDU at the National Police Data and Analytics Board and lead specific projects on behalf of the NPCC as directed. 9. To give regular and effective service. <p>Note: This role profile is designed to assist postholders 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.</p>					
Additional Requirements	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with the code of Practice on Police Information and Records, information security policy, procedures and legislation.</p> <p>Post Holder will be required to undertake appropriate vetting (DV).</p>					

The post holder must maintain a high level of professionalism which will entail keeping abreast of developments relevant to the post, and be prepared to undertake any necessary training, both in-house or elsewhere.

The post holder will be required to attend meetings throughout the UK and potentially abroad - This may involve overnight stays.

The post holder may need to work occasional unsocial hours to respond to operational demands.

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
- [We are Innovative and Open Minded](#) Level 2

**Education/
 Qualifications**

Essential: Educated to [QCF Level 7](#) masters level, or relevant professional work experience deemed to have brought the postholder to a comparable level.

Desirable: Freedom Of Information / Data Protection formal qualification or relevant professional work experience.

**Experience and
 Skills**

Essential: Substantial experience operating in a police or public sector environment.
 Preparation and presentation of key reports.

Desirable: Excellent knowledge of the Freedom of Information Act and its application.
 Experience in identifying income generation opportunities.
 Experience of Personnel practices/procedures.

**Approved by
 HR**

Nancy Smith

Date

24.01.2024