

Job Profile
Title: Information Rights Officer
Information and Records Management, Business Support Services
Grade: Level 3 Zone 2

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy, we're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The role will deal with information requests from citizens ensuring the organisation meets its obligations under the Freedom of Information Act (FOIA), Environmental Information Regulations (EIR), Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR), and Local Government Transparency Code. It will provide associated professional and technical guidance to staff at all levels in the organisations, including partners such as schools and providers.

About you

- You provide specialist / technical advice and guidance, appropriate challenge, research and suggest options which promote best practice and learning, leading in one and having knowledge of one or more of the following Information Rights specialist areas:
 - FOIA & EIR advice and casework
 - DPA & GDPR advice, casework, breach investigations and training
 - DPA & GDPR Data Subject Rights including Subject Access Requests
 - Transparency
 - Disclosure advice

- You comply with the relevant legislation and the council's legal obligations for disclosure and handling of data and information
- You promote, facilitate and support data sharing and transparency across the council and with partners that is effective, secure and compliant, including working closely with individual services to identify and advise on specific data sharing and transparency issues and opportunities.
- You identify, analyse and address business needs related to this specialist discipline, resolving issues and recommending solutions to ensure effective operations of the team and promote shared learning.
- You provide education, training and awareness to all members of staff across the organisation and partners on the requirements of information rights legislation and guidance in order to ensure that relevant business functions are made aware of their legal responsibilities and best practice and how to comply with them.
- You provide a proactive approach to policy implementation and keep up to date with legislative changes, including keeping up to date with any data protection and FOI/EIR related developments in the UK and Europe, ensuring that the necessary changes are implemented and that the information is shared.
- You Promote best practice in the specialist area across the council and proactively work to identify and promote better service delivery, performance and efficiencies.

Work Environment

You will be required to work in line with Camden's agile working framework including flexible and remote working patterns which are a combination of office-based and home working, as required by the service and the effective delivery of services within that framework.

People Management Responsibilities:

This role has no formal line management responsibilities. However, there is a requirement for informal coaching, mentoring, supervising and inducting of staff at the same or lower job level in the service area as part of working as one team and sharing expertise and knowledge.

Technical Knowledge and Experience:

- Knowledge of UK data protection legislation, including the Data Protection Act 2018, GDPR, the Freedom of Information Act 2000 and Environmental Information Regulations 2004, the Local Government Transparency Code 2015 and all subordinate legislation and relevant technical and professional guidance and good practice.
- Excellent organisational skills and ability to manage a complex and varied workload with a flexible and innovative approach to work.
- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy and ability to explain complicated and technical things in plain, simple English.
- Ability to train and advise other people across the organisation either individually or in groups across various media (face to face, webinars etc.)
- Ability to work on own initiative and with minimal supervision and able to make accurate, considered judgements and decisions.
- Ability to deal sensitively and discretely with confidential matters with an appreciation of confidentiality requirements and data protection principles within the workplace
- Good attention to detail.
- Research and analytical skills.
- Willingness to gain experience and expertise in other specialist areas

Relationships;

The post holder will oversee individual and collective learning and application of knowledge of technical and administrative processes to support the work of a wide variety of teams across the council and partner organisations.

This post will report into the Data Protection Manager, Level 5 Zone 1 or Records Management Team Leader, Level 4 Zone 2.

The post holder will be required to liaise with various teams and services across the organisation, resolving issues and providing advice as required. Key contacts will be:

- Senior leadership teams across all directorates
- Portfolio Holders and Elected Members
- Officers of Camden Council
- Officers in other local authorities, London-wide bodies and central government departments e.g. Information Commissioner
- Citizens from within and outside the borough
- External organisations that handle the council's data and vice versa
- Schools' staff

These relationships will involve the resolution of contentious matters that will require persuasion and negotiation with colleagues. The outcomes of these discussions may have implications for the organisation in the provision of excellent customer service and the achievement of business objectives with a focus on proactivity, learning and service improvement and promotion of good practice.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,