

OUTLINE JOB DESCRIPTION

DEPARTMENT	Policy & Executive Support
SECTION	Policy Development Service
POST TITLE	Policy Officer (Governance)

Prime objectives of the post

To be responsible for the co-ordination of the Council's preparation for and response to the Freedom of Information Act.

To institute, promote and monitor a Records Management Policy throughout the Council to enable the Council to discharge its responsibilities in relation to giving access to Public Sector information and management of its archives.

To educate and inform the Council, its officers and members on their duties in relation to Freedom of Information issues.

To liaise with external bodies such as the Information Commissioner and central/local government agencies and represent the Authority at external meetings.

To promote the Council within the region and nationally as an organisation with the highest standards of openness and accountability.

Supervisory/Managerial Responsibilities

No direct responsibilities but will give guidance and issue direction to officers at all levels on Freedom of Information issues

Supervision and Guidance

1. Minimal supervision.
2. Reports to Director of Policy and Council Management Board as appropriate.

Range of decision-making

1. Make recommendations to the Director of Policy and & Council Management Board about current requirements and future developments.
2. Expected to work with officers at all levels throughout the Authority and be prepared to deal with complex problems on a regular basis. This will entail working on his/her own initiative.
3. Decide on procedures/policies to be adopted to support the philosophy behind the Freedom of Information Act.
4. Undertake the internal review of disclosure exemptions as outlined in the Freedom of Information Act in consultation with Head of Legal and Directors

Responsibilities for assets, material etc

Access to confidential and sensitive information which could embarrass the Authority if it was disclosed.

Range of Duties

Initial Duties

1. Chair a working party to develop a strategy for compliance by January 2005
2. Co-ordinate a council wide information audit
3. Draft guidance for staff on the Act
4. Draft public guidance on the Act
5. Prepare and deliver training for officers & members
6. Draft policy & procedure
7. Maintain Publication Scheme
8. Prepare and implement a Records Management policy & procedure for the Council

Ongoing Duties

1. Maintain the Council's Publication Scheme
2. Co-ordinate the Council's response to requests for information
3. Receive web based requests for information
4. Advise Directors on use of the Exemptions under the Act
5. Provide information and advice to members of the public, Council Officers & Members and prepare briefings for the media on Freedom of Information
6. Continuous training for officers & members
7. Liaise with colleagues working on Access to Information issues.
8. Represent the Council at district-wide or regional meetings

General

1. Ensuring that all instructions in respect of health and safety procedures are followed. To be accountable for those appropriate responsibilities as set down in the Corporate Services Safety Policies and in addition to take reasonable care for own health and safety and that of others who may be affected by the work.
2. Bradford is an Equal Opportunities employer and as such employees are required to comply with good Equal Opportunities practice in every aspect of their work.
3. To carry out any other duties as required, which are reasonable in terms of the nature and level of the post.

PERSONNEL SPECIFICATION

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition. Job Share applicants are welcome to apply for all full time posts unless otherwise stated in the advertisement.

Bradford is an equal opportunities employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council's services.

CRITERIA	HOW IDENTIFIED
EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> • Three years experience of information systems. • Understanding of the information system needs of a large local authority, both manual (e.g. paper) and computer. • Experience (or understanding) of information audit. • Experience of convening and chairing meetings. 	Interview References
<u>Desirable</u> <ul style="list-style-type: none"> • 3 years experience in working with Data Protection or Freedom of Information issues in the public sector. • 3 years experience as presenter of training • Experience (or understanding) of the working relationships within a large local authority. • Fully conversant with development of complex plans and organisational strategies. 	Application Form Interview References
QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> • Educated to degree level or equivalent 	Sight of Certificate
<u>Desirable</u> <ul style="list-style-type: none"> • Training or Teaching qualification 	Sight of Certificate
TRAINING	
<u>Essential</u> <ul style="list-style-type: none"> • Willingness to undergo further training (as appropriate). • Evidence of proactive attitude to self-development during previous employment. 	Interview Application Form

<u>Desirable</u>	
<ul style="list-style-type: none"> • Previous formal training in Freedom of Information issues 	Interview
SPECIAL KNOWLEDGE	
<u>Essential</u>	
<ul style="list-style-type: none"> • Demonstrable interest in Freedom of Information issues. • Knowledge of Freedom of Information legislation 	Interview
<u>Desirable</u>	
<ul style="list-style-type: none"> • Knowledge of wider information management issues such as privacy legislation, retention of records. • Aware of Human Rights developments 	Interview
PERSONAL CIRCUMSTANCES	
<u>Essential</u>	
<ul style="list-style-type: none"> • Must be legally entitled to work in the United Kingdom. 	Sight of document
DISPOSITION AND ATTITUDE	
<u>Essential</u>	
<ul style="list-style-type: none"> • Enthusiastic, persistent, flexible, diplomatic, assertive, personable, smart, articulate and credible. • Able to create a good impression in meetings. • Able to relate effectively to staff at all levels including elected members and top management • Able to exercise initiative with minimum supervision. • Able to influence and persuade. 	Interview References
PRACTICAL AND INTELLECTUAL SKILLS	
<u>Essential</u>	
<ul style="list-style-type: none"> • Articulate, numerate. • Able to write reports in clear, understandable language. • Able to receive, assimilate and summarise complex technical information and pass it on to others in an understandable form. • Good presentational skills, both verbal and written. • Capable of dealing with other local authorities/external agencies at the highest level. Information Commissioner; Relevant Professional Bodies 	Application Form Interview
<u>Desirable</u>	
<ul style="list-style-type: none"> • Computer literate. 	Application Form