


ROLE PROFILE	ALLIANCE DATA PROTECTION ADVISOR	 Devon & Cornwall Police
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SECTION 1: PRINCIPAL RESPONSIBILITY

Principal Responsibility	<p>To provide support to the Alliance Data Protection and Information Sharing Manager in ensuring that both Devon and Cornwall Police, and Dorset Police comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). In particular to:</p> <ul style="list-style-type: none"> The Data Protection (DP) Advisor is responsible for the end to end process of Subject Access applications within the legal timescale of a calendar month for both Devon & Cornwall and Dorset. Provide bespoke advice as subject matter expert to internal and external customers regarding the process of subject access applications, and insight into what can be provided in a request of this nature. Deal with disputes and challenges regarding the accuracy and completeness of the personal data disclosed under the Subject Access process. Justify own decisions made. If the dispute / query is not resolved at the 'first pass' point of the DP Advisor, the role holder will escalate to the Data Protection & Information Sharing Manager for resolution. Research/retrieve information from systems used by both Forces. Liaise with other Departments and points of contact in order to collate information for the Subject Access process. Assist in the delivery of training sessions/workshops regarding Data Protection Ensure that new members of the Force complete the data protection induction e-learning process and maintain the record to confirm compliance. Supporting the DP and ISA Manager in providing advice and assistance in wider DP and Information Sharing matters. To include advice around the Acceptance into Service (AIS) processes; providing general advice on whether any DPA offence has been committed. Participate in meetings in either Force and attend courses as required with regard to Subject Access. Participate in meetings regionally or nationally when required. 				
Rank/grade	Grade 4	Location	Middlemoor or Winfrith. Regular travel required between both	Vetting Clearance	SC
Role-Specific Training and CPD to be undertaken.	<ul style="list-style-type: none"> Force IT systems such as UNIFI, PNC, STORM, NSPIS and Niche CycFreedom - Case Management software ISEB/BCS Data Protection Certificate 				

SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

Formal Qualifications required	<ul style="list-style-type: none"> Either hold or be prepared to work towards a formal qualification in Data Protection.
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SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(Continued)*

Essential ICF Activities of the role	<ul style="list-style-type: none"> Contribute to policy formulation Provide specialist advice and knowledge Deliver training and development sessions. Provide customer service.
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	<ul style="list-style-type: none"> • Working to tight deadlines
Essential experience and specialist skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the Data Protection Act and GDPR • An understanding of the principles around disclosure • Proven ability to undertake effective research. • Good decision making skills • Ability to work to deadlines • Demonstrable ability to draft well-structured letters and reports outlining a particular rationale or justification for a decision • Experience in using MS Office
Essential Behavioural Competencies	<ul style="list-style-type: none"> • Respect for race and diversity • Team working • Community and customer focus • Effective communication • Problem solving • Planning and organising • Personal responsibility • Resilience

SECTION 3: ACTIVITIES & BEHAVIOURS

Core Responsibilities	Activities The role holder should effectively deliver these key requirements:
Investigation	Investigate subject access challenges Investigate challenges or complaints from members of the public regarding the contents of their computer or other records in accordance with legislation and policy.
Managing the Organisation	Develop and implement force policy Develop operational or legal requirements into an ethical and lawful policy to facilitate the management of the Force and delivery of operational policing objectives.
	Prepare strategic position papers and briefings Prepare position papers and briefings in response to questions from senior personnel and others in accordance with legislation and Force protocols.
	Contribute to policy formulation Draft policies that are fair, support Force strategy, aims and objectives and comply with relevant legislation. Ensure effective consultation with stakeholders. Review and amend policies taking into account organisation changes.
	Provide specialist advice and knowledge Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of Force objectives and enable compliance with Force policy.
	Develop and maintain quality assurance systems Ensure that Force standards are continuously met by setting up appropriate quality assurance systems, ensuring that those systems operate effectively and making recommendations for improvements as required.
	Gather information to support action Gather information from a range of sources in order to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.
	Evaluate information to support action Evaluate and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action and achieve desired outcomes.
	Provide customer service Provide and promote service to customers in a professional manner in line with Force policy and legislative requirements.

	Participate in meetings Prepare for and actively contribute within meetings in a clear, concise and relevant manner, ensuring decisions and actions are communicated to appropriate personnel.
Human Resources	Select required personnel Select the most appropriate candidate(s) for the position(s) whilst complying with Equal Opportunities policy and legislation.
Custody and Prosecution	Prepare and present case files Identify and present case materials, working with the CPS or other relevant agencies/organisation to progress the case.
Finance and Resources	Maintain effective payment systems Use suitable systems in order to make or receive payments efficiently, in accordance with contractual obligations and Force policy.
	Complete administration procedures Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.
	Promote equality, diversity and Human Rights in working practices Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
Personal Responsibility	Maintain standards of professional practice Ensure your behaviour complies with Force values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.
	Work as part of a team Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and Force objectives.
	Make best use of technology Make best use of technology in support of your role, ensuring correct operation and compliance with Force and legal requirements.
	Comply with Health and Safety legislation Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.

BEHAVIOURS

WORKING WITH OTHERS

Respect for race and diversity

A. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

Teamworking

C Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

Community and customer focus

C Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.

Effective communication

B Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

ACHIEVING RESULTS

Problem solving –

B Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

Planning and organising

C Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

Personal responsibility

B Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.

Resilience

B Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.