# Hosting Proforma

Northern Ireland Policing Board

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Donna Kevan

 Name

 Organisation/

Northern Ireland Policing Board

 Department

Northern Ireland Policing Board

James House, Block D,

2 – 4 Cromac Avenue,

The Gasworks, Belfast, BT7 2JA

 Address

 Telephone Fax number

028 9040 8500

 Number

Donna.kevan@nipolicingboard.org.uk

 E-mail

Type of Opportunity

**Secondment** – Compliance Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| The Policing Board (the Board) is staffed by approximately 50 officials. It is a Non Departmental Public Body (NDPB) sponsored by the Department of Justice (DOJ).Responsibility for FOI / Data Protection (GDPR) and Records Management sits with the Compliance Section which is part of the Communications Branch team. There are currently 2 members of staff in the Compliance Section (Staff Officer and Administrative Officer) and this is complimented by the Communications Manager who is designated as the Records Manager. The Compliance team provides advice and guidance to the organisation in respect of Freedom of Information (FOI); Data Protection (DP); and Records Management issues. The Assistant Compliance Officer’s role is to assist the Data Protection / Compliance Officer in ensuirng the Board’s meets its statutory obligations and other duties within these areas. |

 Main objectives of the opportunity

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| The main duties and responsibilities of the post are:* To support the Data Protection / Compliance Officer in ensuring that the Board meets its statutory obligations under the FOI, DP and Records management legislation.
* Day to day management of access to information requests (primarily under Freedom of Information (FOI) and UK General Data Protection Regulation (GDPR) / DPA 2018 legislation).
* Help ensure the Board complies with its statutory obligations and other duties under the Public Records Act (NI) 1923 and the Disposal of Documents Order (NI) 1925.
* To maintain adequate records to demonstrate compliance with the Board’s statutory obligations under the above legislation and promote high standards of corporate governance.
* To provide advice and guidance to officials at all levels within the organisation on compliance issues (FOI / DP and records management).
* Compiling reports and creating statistics to inform Senior Management about the organisation’s performance in respect of compliance issues.
* Building relationships with staff and act as the point of contact with key organisations external to the Board e.g. Department of Justice and the Information Commissioner’s Office on FOI and records management issues.
* To assist the implementation of a retention and disposal schedule within the Board for both physical and electronic records.
* The Assistant Compliance Officer on an ad hoc basis will work with and support other colleagues on key priorities for the Board that may not fall within the Compliance Team’s direct responsibility.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| A minimum of twelve months experience working as part of an established records management team to include the following:* Using an Electronic Document and Record Management System (EDRMS) to carry out higher level functions such as –
* Records System Administration
* File plan management
* At minimum of twleve months experience in analysing and applying legislation in respect of the Freedom of Information (FOI) Act 2000 and data protection (UK General Data Protection Regulation and DPA 2018).
* The successful applicant must hold CTC security clearance, or consent to undergo a security check in order to obtain this level of clearance, before taking up the position.
* Experience of helping to develop, implement and/or administer a records retention and disposal schedule.
* Effective use of information technology to include computer software packages such as MS Word, MS Excel, MS Outlook.
* Experience of working effectively as part of a team.
* Ability to communicate effectively with a broad range of people at different levels both inside and outside the organisation.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Compliance Officer  |

Who will be the individual’s line manager and/or reporting officer?

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| Compliance Officer  |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| The individual will have the opportunity to enhance existing skills and develop new skills in a fast moving environment, and to build new relationships by working closely and collaboratively with other staff in the Board at all management levels. The individual will gain experience of working for an Arms Length Body (ALB) of the Department of Justice and the wider public sector. The Board will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation.The parent organisation will benefit from the experience and skills gained by the individual during this opportunity to work within the public sector |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: The opportunity will commence subject to the successful applicant satisfying CTC security clearance. **Duration**: The secondment will last for a period of 6 months with the potential for an extension, subject to the agreement with all parties. **Location**: The post will be based in the Policing Board’s Headquarters at James House, Block D, 2-4 Cromac Avenue, The Gasworks, Belfast, BT7 2JA.**Resources**: A laptop will be provided and the main office has workstations with PC screens to attach to the laptop.**Funding**: The Northern Ireland Policing Board will pay salary costs and associated expenses. The salary scale will be £29,258 – £29,859.**Further information**: For further information about the post please contact William Magee on telephone number 028 9040 86528 or e-mail to William.Magee@nipolicingboard.org.uk**Closing Date:** Applications must be submitted by **5.00pm on Friday 19 April 2024** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **D Kevan** |

**Signed:**

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| **26.03.24** |

**Date:**