

Job Title: Freedom of Information Officer

Department:	Health and Community Services	
Section:	Office of the Medical Director	
Reports to:	Information Governance Lead	
JE Ref:	HCS1115	
Grade:	CS10	JE Date: 07/06/2022

Job purpose

The Freedom of Information Officer supports an organisation wide information governance and compliance capability which embeds best-practice into processes and procedures. They will handle all Health and Community Services (HCS) FOI requests, assuring responses and provide advice that ensures HCS complies with freedom of information legislation and principles which underpin transparency.

Job specific outcomes

Act as a specialist resource on Freedom of Information and transparency for the organisation, reviewing processes and requirements ensuring that any implemented changes are compliant with statutory regulation.

Lead, develop and implement operational request handling processes which meet the needs of the organisation to ensure compliance with all legal and regulatory requirements.

Conduct an internal review, where required, in order to review the manner in which FOI requests have been responded to, and assure the application of exemptions.

Support the Information Governance Lead in identifying records management issues and support the team in improving practices and rationalising record repositories

Define, implement and maintain a transparency agenda for HCS; driving proactive publication of information

Liaise with the Jersey Archive to source information where required, and work together to comply with the Public Records law

Provide advice and guidance to staff on issues relating to Freedom of Information legislation, providing advice where issues of the application of exemptions, transparency and confidence in the process.

Maintain a current knowledge of Freedom of Information developments and initiatives, statutory regulations and legislation, communicating non-compliance issues or risks to the Information Governance Lead.

Proactively identify and monitor legislation, policy and processes that may impact the organisation.

Support where necessary the organisation’s response to Freedom of Information Appeals, in liaison with the Jersey Office of the Information Commissioner.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

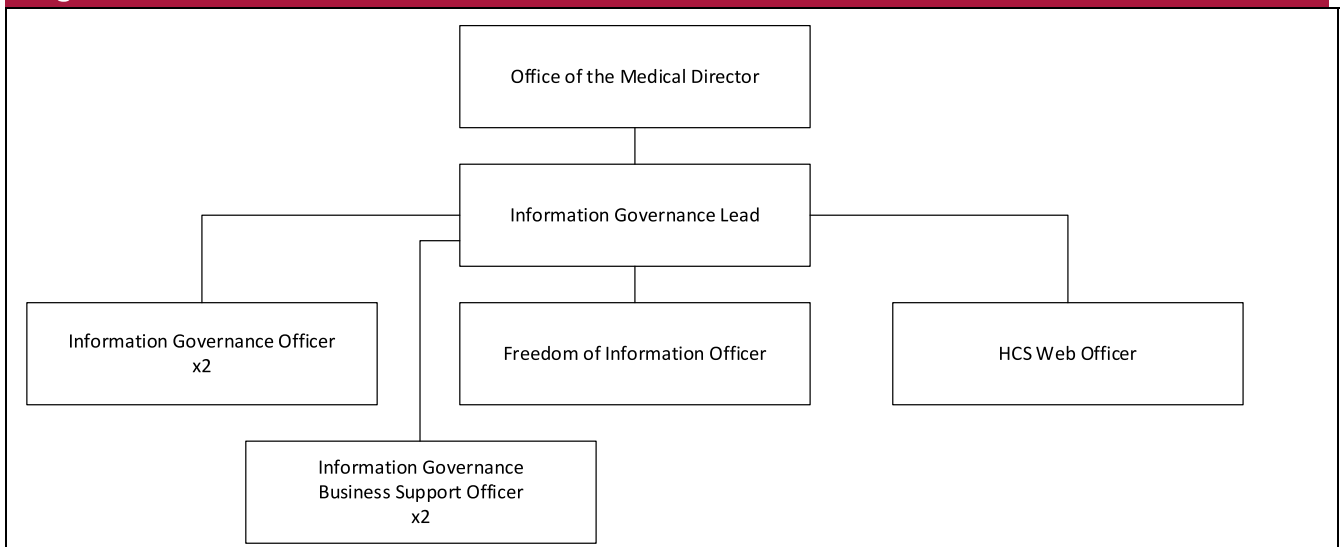
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience	Practitioner Certificate in Freedom of Information
Knowledge	<p>Knowledge of the organisation and services within Health and Community Services</p> <p>Knowledge of frameworks, tools, and methodologies to be applied when managing FOI responses</p> <p>Technical knowledge of compliance regulation and associated statutory responsibilities</p>	Experience of responding to FOI requests, managing the application of exemptions, and conducting internal reviews.
Technical / Work-based Skills	<p>Excellent IT and report writing skills.</p> <p>Ability to understand complex legal requirements with which the organisation must comply</p>	
General Skills/Attributes	<p>Ability to manage multiple stakeholders across the organisation</p> <p>Ability to communicate with impact - excellent verbal, written, and listening skills</p>	

	<p>Excellent interpersonal skills - able to build relationships internally and externally</p> <p>Trusted to maintain highest level of confidentiality as will be in contact with sensitive personal information about clients and patients</p>	
<p>Experience</p>	<p>Experience of working in a regulatory/compliance environment</p> <p>Experience of working in a similar role within a government setting</p> <p>Understanding of all applicable laws and regulations</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.