

Compliance and Audit Officer

Department: Justice and Home Affairs

Division: Business Support and Shared Services

Reports to: Information Security & Business Continuity Manager

JE Reference: JHA078

Grade: 9

JE Date: 12/03/21

Job purpose

To provide Data Protection expertise and make recommendations to ensure States of Jersey Police compliance with the current Data Protection (Jersey) Law, other relevant legislation, local and national policies and procedures.

To undertake the formal role of Police National Computer (PNC) Liaison & Audit Officer to ensure SOJP maintains its eligibility to access all UK police systems, including (PNC), by developing and delivering a robust programme of audit to ensure compliance with relevant local and UK legislation.

Job specific outcomes

1. Provide expert advice on all Data Protection and audit issues deputising as the designated data protection officer (DPO).
2. Maintain a current knowledge of Data Protection developments, initiatives, statutory regulations and legislation. Communicating non-compliance issues or risks to the Information Security Manager (designated DPO).
3. Process Subject Access Requests in a timely manner in accordance with the Data Protection (Jersey) Law.
4. Conduct initial investigation of relevant security incidents, complaints and alleged data breaches regarding the misuse of information held by the States of Jersey Police reporting to the Information Security Manager.
5. Notify the data commissioner of any data breaches.
6. Lead, develop and implement training in Data Protection legislation, also coach / mentor information users.
7. Be a single point of contact for Data Privacy Impact Assessments and Data Sharing Agreements. Advise project managers when legal obligations exist, carry out risk assessments and identify ways to mitigate risks.
8. Provide guidance and written opinion for Public Interest Disclosures. Maintain knowledge of UK PNC legal requirements and best practice, conduct audits to ensure SOJP's compliance in this area.

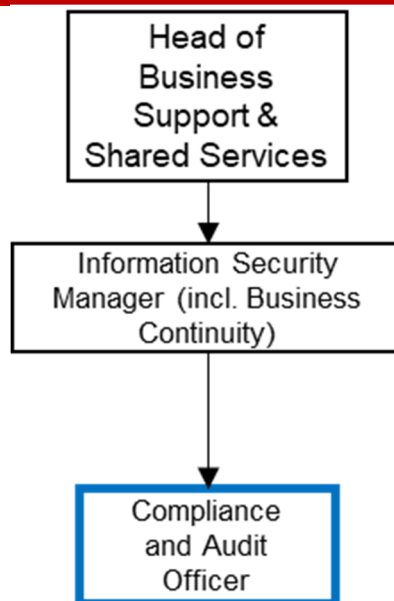
9. Contribute to the Information Security and Management strategies that supports the organisational and programme objectives, applying operational knowledge of functions to ensure that Data Protection reflects best practice.
10. Proactively review and continuously improve systems, processes and procedures, ensuring that they are efficient and effective, making recommendations to improve efficiency, working collaboratively with other SoJP Shared Services and the wider OneGov community.
11. Cover any other ad hoc duties at the request of SoJP in pursuance of managing business support services requirements in a timely, efficient and effective manner.

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 job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required</i></p>	<p>A levels or equivalent qualification/experience, and Professional qualification at practitioner level in Data Protection and/or relevant experience/working towards qualification</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Working knowledge of current Data Protection (Jersey) Law.</p>	<p>Knowledge of applicable Data Protection in a Law Enforcement environment.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>In-depth knowledge of local data protection legislation.</p> <p>Excellent IT and report writing skills.</p> <p>Ability to use and adapt to various computer systems to enter and retrieve data.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent interpersonal skills, ability to build relationships with internal and external stakeholders.</p> <p>Ability to mentor and transfer knowledge.</p> <p>Exhibit high level of confidentiality as post-holder will have access to significant personal information.</p> <p>Ability to communicate with impact - excellent verbal, written, and presentation skills.</p> <p>To be ethical with the ability to remain impartial and report all non-compliance.</p> <p>Ability to prioritise and work toward customer outcomes.</p> <p>Organisation skills with attention to detail.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post qualification experience).</i></p>	<p>Experience of working with senior stakeholders.</p> <p>Progressive experience in a similar compliance role.</p>	<p>Experience of working with privacy standards within government & Law Enforcement.</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	<p>Emotional resilience.</p>

Core Accountabilities, Attributes and Behaviour Indicators

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