

Central Freedom of Information Manager

Department	Office of the Chief Executive	
Division	Government of Jersey Freedom of Information Unit	
Reports to	Head of Ministerial Support	
JE Ref	OCE501	
Grade:	CS12	JE Date: 21/09/2020

Job purpose

To provide management and leadership for the Government's Freedom of Information function, being responsible for the service to the public, policy development, governance and compliance, dispute resolution, and expert advice to Director-Generals and Ministers.

Job specific outcomes

- Lead, direct and manage the organisation's FOI function and a team who are responsible for the administration of public/departmental requests for information through FOI, ensuring they are responded to and any trends and emerging issues are identified. This involves the coordination of receipt and recording, acknowledging, responding to and collating the information required to answer an information request within the boundaries of Freedom of Information (Jersey) Law (2011).
- Develop, review, and maintain FOI policies, and associated guidance, ensuring that they remain effective and relevant, with reference to best international practise, guidance, and precedent, providing and securing appropriate training thereon for staff across government, and providing expert, honest, and objective advice on the Law to Ministers, and staff across government, including the senior leadership team.
- Responsible for developing the FOI appeals framework and guidance, including internal review processes, to include formulating policy and legal submissions and arguments, and progressing with Law Officers any subsequent statutory appeals, and maintaining relations with the Office of the Information Commissioner, and other independent and quasi-independent bodies subject to review.
- Act as the Departmental FOI Lead Officer for the Office of the Chief Executive, and the Chief Operating Officer, Treasury and Exchequer, and Strategic Policy, Planning and Performance Departments, and any other Department as requested, and in this role, with the team provide professional advice and expertise and be responsible for delivering responses that are reasonable and compliant.
- Set up appropriate methods to collect and interpret the data needed to meet key performance indicators and produce, circulate and publish statistics and reports detailing all FOI activity, and working with colleagues in the Communications Directorate, to promote awareness of FOI internally and externally.
- Act as the secondary point of contact for members of the public submitting FOI requests across the public sector, dealing specifically with complex, contentious or prominent matters, including dealing

with the media and commercial organisations. In doing so, provide expert information about the FOI function.

- Lead structured projects which improve the efficiency and effectiveness of the FOI function, including specification of system requirements around processing, retention, and reporting on FOI activities.
- Where, in discharging their responsibilities the post holder identifies that a change in legislation is necessary, develop and deliver these law changes, acting as the government’s lead FOI technical expert.

Statutory responsibilities

The post holder’s role includes supporting Ministers and Assistant Ministers to comply with their statutory duties under the States of Jersey Law and Standing Orders – mainly by way of developing, processes and procedures. The post holder does not have any statutory responsibilities in their own right as an office holder.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A degree level or equivalent professional qualification. 	
Knowledge		<ul style="list-style-type: none"> • An understanding of the culture and workings of the Government of Jersey

	<ul style="list-style-type: none"> • Expertise in Jersey's Freedom of Information and Data Protection laws, or a proven ability generally to assimilate and apply legislation. 	would be an advantage, with a strong sense of public and political expectations.
Technical / Work-based Skills	<ul style="list-style-type: none"> • Ability to understand and interpret legislation, policies and procedures and apply them consistently and fairly. • Ability to implement processes and governance so and can effectively interpret States of Jersey legislation, policies and procedures. • Able to present information. 	
General Skills/Attributes	<ul style="list-style-type: none"> • Excellent and persuasive communications skills and an ability to influence staff at a senior level and respond to high level directions. • Must have an eye for detail, the ability to process work with accuracy and prioritise tasks. • The ability to solve complex legislative, organisational and governance problems and apply solutions. 	
Experience	<ul style="list-style-type: none"> • Several years' experience in a senior administrative or legal administrative role in which meticulous recording, analysis, strong research skills, and independent decision-making are key features. 	

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 States of Jersey core accountabilities attributes and behaviour indicators.