



Role Profile

Job Title: Freedom of Information Officer	Grade/ Level: N	Post Number: AO5097 V3
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Directorate: Enabling	Job Family: Digital & Business Change	Date Prepared: Updated March 2023
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Role reports to (Job Title): Information Governance Manager
*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:
To provide a single point of contact for advice and guidance regarding Freedom of Information.
To keep abreast of the relevant legislation and maintain awareness of the issues surrounding the Freedom of Information Act and communicate them to relevant staff and Members.

Key Accountabilities:

1. To ensure the efficient application and operation of the Freedom of Information Act
2. To Co-ordinate reporting arrangements in order to brief senior management on issues surrounding the Freedom of information Act.
3. Update appropriate Freedom of information guidance in line with changes brought about by other legislations and circulate to members of the Liaison Group to review. Ensure that all staff and Members of the Council are aware of them.
4. In conjunction with other Service Areas formulate/review new Freedom of information guidance ensuring all Freedom of information legislation is covered within all Council Services
5. To assemble, monitor and update the Councils Publication Scheme to ensure its appropriate dissemination to members of the public.
6. Control the Publication scheme to ensure any necessary changes to the Scheme has the approval of the Information Commissioner where necessary.
7. Disseminate and promote the implications of the Freedom of Information Act on the working of the Councils Staff and Members
8. Co-ordinate requests for information from members of the public or other agencies for information held by the Council in line with the Freedom of Information Act and to ensure that information is released in line with the legal framework.
9. Collaborate with the Councils Legal Advisor for FOI on all exemption decisions outside of section 36

- 10. Consult with the Information Commissioners Office on behalf of the Council on FOI issues when appropriate.
- 11. Disseminate to FOI Reps in Directorates any changes to the FOI Act.
- 12. To assess and monitor the arrangements within Service Areas for compliance with the Act and to make recommendations for improvement where necessary

Supplementary Accountabilities:

- 1. Support the Information Governance Team with other tasks including Subject Access Requests, Data Breaches, Environment Impact Assessments, DPIA's and assistance with any queries.

Job Scope: Number and type of jobs managed:

Job Scope:

Typical tasks supervised/allocated to others:

Budget:

Assets:

Knowledge and Experience:

- At least 12 months experience of detailed working with the Freedom of Information Act 2000 and Data Protection Act 1998

Freedom of Information Act 2000 including:

- ◊ Giving advice on the implications of the Acts
- ◊ Organising training of other staff on the provisions of the Acts
- ◊ Maintaining FOI Publication Schemes and catalogue under the FOI Act and maintaining registrations under the Data Protection Act

Decision Making:

- The post holder will need to make decisions on working practices and procedures to implement statutory procedures
- Making decisions that do not comply with the Freedom of Information Act could result in decision notice being serviced against the Council and a fine with the Council being instructed to make good..

Contacts and Relationships:

- Communication will include writing letters and reports, evaluating data for exemption decisions, drafting FOI policy and procedures.
- Verbal communication will include giving advice, presenting information, influencing policy and procedures.
- Personal contacts will include regular contacts with staff in other departments and at times with Group Director. There will also be regular contact with the Leader of the Council, Council Members, and The Information Commissioners Office

Creativity and Innovation:

- The job will involve finding solutions for the application of procedures set out in the statutory instrument. This will involve challenging current working practices and creating new procedures and working practices.

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: