Role Profile

Role Profile Part 1			
Role title	NPFDU Information Rights Officer & Trainer	**Grade/Rank**	PO1
Dept/Area	NPFDU	**Vetting Level**	MV
Responsible to	NPFDU Data Protection Manager	**Staff line managed**	N/A
Reviewed by (Line Manager)	Ashleigh Beney	**Date**	6 August 2026
Purpose of Job	To work within the National Police Freedom Of Information and Data Protection Unit (NPFDU) assisting in the delivery of advice and operational services relating to data protection and information governance. The role will support compliance with relevant legislation, including the Data Protection Act 2018, and contribute to training and awareness activities to promote good information handling practices and reduce organisational risk.		
Key Accountabilities	1. To manage and respond to requests for personal data (Right of Access Requests) made to the NPCC by individuals under the subject access provisions of the Data Protection Act 2018. 2. To support Data Protection awareness activities, including contributing to training sessions, guidance materials and promoting best practice across policing. 3. To develop and maintain working knowledge of data protection legislation and associated frameworks, including: Data Protection Act 2018, Data (use and access) Act 2025, UK GDPR, Freedom of Information Act 2000 and MOPI and relevant information sharing guidance. 4. To provide day-to-day advice and guidance to colleagues on routine data protection and information governance matters, escalating complex issues where appropriate. 5. To support the delivery of data protection training, including preparing materials and delivering inputs to staff as required, with training being provided predominantly to Police Forces and on occasions other law enforcement agencies, as well as OPCC. 6. To assist with the review and application of policies and procedures, ensuring alignment with current legislation and organisational requirements, and promote consistent application of data protection principles across internal and external partners. 7. To maintain accurate records and documentation, supporting compliance and audit requirements relating to information governance activities. 8. To prepare reports, briefings, or responses relating to information governance matters for internal use. 9. To assist and support at NPFDU events i.e. FOI / DP Professional Development Events and any other additional workshops.		

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	10. On occasion and as directed, manage the process of NPCC FOI Requests, working with the NPCC FOI Officers. 11. Any other duties commensurate with the role and grade as may be reasonably requested by the NPFDU manager. 12. To give regular and effective service Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. NPFDU may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. NPFDU is hosted by The Chief Constable of Hampshire and Isle of Wight Constabulary (HIOWC). NPFDU staff are employed as police staff under HIOWC terms and conditions with supplementary NPFDU procedures and guidance.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Keep up to date with changes in legislation, local procedures and/or policies that affect working practices and the use of police databases or systems (including European or International requirements where appropriate). May be asked to carry out fire warden duties to meet required standards if required. The role holder may be required to visit various locations within Hampshire and the Isle of Wight or throughout the UK, this may also require overnight stays and therefore needs to have the ability to travel as necessary. An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. All role holders will be expected to attend and successfully complete various in-house and national courses and any other role specific training as required to maintain a professional development portfolio.

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Role Profile Part 2	
CVF Recruitment Competencies and Level	We Take Ownership Level 2 We Collaborate level 2 We Analyse Critically level 2 We are Innovative and Open Minded Level 2 Respect and Empathy
Education/Qualifications	Essential: Educated to Level 5 OR work experience deemed to have brought the role holder to a comparable level. To possess a nationally recognised training and development qualification or be willing to undertake an apprenticeship to obtain this. Desirable: Academic, professional or vocational qualifications relevant to data protection Apprenticeship Route: • Applicants need no qualifications to be accepted onto the Apprenticeship Programme. • English and Maths at QCF Level 2 is a requirement of apprenticeship completion, those who don't already have this you will be supported to achieve the required standard as part of the apprenticeship programme. • Apprentices will receive full training to achieve a formal qualification and achieve the apprenticeship funded by the apprenticeship levy.
Experience and Skills	Essential: Significant knowledge of Data Protection and Human Rights Acts and related legislation. Experience of innovative and creative approaches to problem solving Experience in communicating complex issues to a variety of stakeholders and producing written reports. Experience in working independently and prioritisation of workload. Experience of training delivery and/or presentations.

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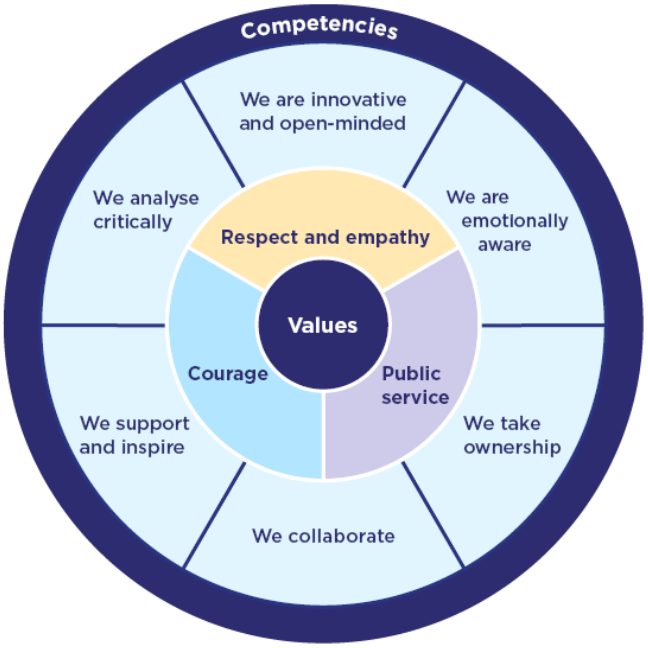
	Desirable: Knowledge of Police organisation and structure, criminal law and police regulations. Knowledge and awareness of applying Freedom of Information principles using a variety of sources including computerised information systems.		
Approved by People Services	Natalie Ladd	**Date**	10 August 2026

Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 2	
	We Take Ownership	Level 2	
	We Collaborate	Level 2	
	We Support and Inspire	Level 2	
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 2	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and conferences should be attended to benefit professional learning and development.