NI Interchange Scheme

Hosting Proforma

# Ref: I/C 22/21

Northern Ireland Policing Board

Name of Host

Organisation

**1. Interchange Manager’s details**

Joseph O’Byrne

Name

Organisation/

Northern Ireland Policing Board

Department

Waterside Tower

31 Clarendon Road

Clarendon Dock

Belfast BT1 3BG

Address

Telephone

028 90408588

Number

joseph.o’byrne@nipolicingboard.org.uk

E-mail

I/C 22/21 (Re-issue) - Compliance Officer (Staff Officer) – Communications Branch

Secondment – for 6 months with the potential for an extension

Type of

Opportunity

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Policing Board (the Board) is tasked with securing the maintenance, effectiveness and efficiency of the Police Service of Northern Ireland (PSNI). It draws its’ legislative power from the Police (Northern Ireland) Acts 1998, 2000 and 2003.

Within this task the role of the Board is:-

to support the PSNI towards the ends of effective, efficient and impartial policing; and

to hold the PSNI to account through the Chief Constable for its delivery of effective, efficient and impartial policing.

The Board comprises of 19 political and independent members whose job it is to hold the PSNI to account through the Chief Constable. This scrutiny is taken forward through Committee meetings of the Board. The Board’s Chief Executive leads a team of 50 staff who provide administration support to the Board and its work. More information on the role and work of the Board can be found at [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk)

The Board’s responsibilities in respect of governance related matters are overseen by the Audit and Risk Management Committee (ARAC).

The Compliance team is responsible for the day to day management of the Board’s statutory obligations in the following areas:

Freedom of Information (FOI);

Data Protection (DP); and

Records Management.

The Compliance team forms part of the Board’s Communication Branch which sits within the Partnership Directorate.

Main objectives of the opportunity

The main duties and responsibilities of the post are listed below:

* To support the Data Protection / Senior Compliance Officer in ensuring that the Board meets its statutory obligations under the FOI, DP and Records management legislation.
* Day to day management of access to information requests (primarily under Freedom of Information (FOI) and UK General Data Protection Regulation (GDPR) / DPA 2018 legislation). Help ensure the Board complies with its statutory obligations and other duties under the Public Records Act (NI) 1923 and the Disposal of Documents Order (NI) 1925.
* Help ensure the Board complies with its statutory obligations and other duties under the Public Records Act (NI) 1923 and the Disposal of Documents Order (NI) 1925.
* To maintain adequate records to demonstrate compliance with the Board’s statutory obligations under the above legislation and promote high standards of corporate governance.
* To provide advice and guidance to officials at all levels within the organisation on compliance issues (FOI / DP and records management).
* Compiling reports and creating statistics to inform Senior Management about the organisation’s performance in respect of compliance issues.
* Building relationships with staff and act as the point of contact with key organisations external to the Board eg Department of Justice and the Information Commissioner’s Office on FOI and records management issues.
* To assume the operational lead on a number of projects namely:
* The upgrade of the Board’s electronic document records management system (currently HP Records Manager); and
* The development and implementation of a retention and disposal schedule.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential criteria:**

1. A minimum of twelve months experience working as part of an established records management team to include the following:

* using an Electronic Document and Record Management System (EDRMS) to carry out higher level functions such as –
  + Records System Administration
  + File plan management

1. At minimum of twleve months experience in analysing and applying legislation in respect of the Freedom of Information (FOI) Act 2000 and data protection (UK General Data Protection Regulation and DPA 2018).
2. The successful applicant must hold CTC security clearance, or consent to undergo a security check in order to obtain this level of clearance, before taking up the position.

**Desirable Criteria:**

1. Experience of helping to implement and deliver a project to upgrade an EDRMS.
2. Experience of helping to develop, implement and/or administer a records retention and disposal schedule.
3. Effective use of information technology to include computer software packages such as MS Word, MS Excel, MS Outlook.
4. Experience of working effectively as part of a team
5. Ability to communicate effectively with a broad range of people at different levels both inside and outside the organisation.

**4. Personnel: Please state below**

Who will the individual report to?

Data Protection/Senior Compliance Officer for the Northern Ireland Policing Board

Who will be the individual’s line manager and/or reporting officer?

Data Protection/Senior Compliance Officer for the Northern Ireland Policing Board

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual

and their organisation.

As Compliance Officer the individual will join the Compliance Team working in a dynamic and highly rewarding policy area. The individual will have the opportunity to enhance existing skills and develop new skills in a fast moving environment, and to build new relationships by working closely and collaboratively with other staff in the Board at all management levels. The individual will gain experience of working for an Arms Length Body (ALB) of the Department of Justice and the wider public sector.

The Board will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation.

The parent organisation will benefit from the experience and skills gained by the individual during this opportunity to work within the public sector.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** The opportunity will commence asap subject to the successful applicant satisfying CTC security clearance.

**Duration:** The secondment will last for a period of 6 months with the potential for an extension, subject to the agreement with all parties.

**Funding and Salary:** The Northern Ireland Policing Board will pay salary costs and associated expenses. The salary scale will be £31,137 – £32,800.

**Location:** The post will be based in the Policing Board’s Headquarters at Waterside Tower, 31 Clarendon Road, Belfast, BT1 3BG. There will also be an opportunity to work from home in line with current COVID-19 regulations.

**Selection:** The Board will carry out a paper-based selection process on the basis of the information provided. The Board reserves the right to call candidates for an

informal discussion as part of the selection process.

**Contact:** For further information about the post please contact William Magee

on telephone number 028 9040 86528 or e-mail to [William.Magee@nipolicingboard.org.uk](mailto:William.Magee@nipolicingboard.org.uk)

**Closing Date**:Applications must be submitted by 5.00pm Tuesday 18 May 2021 to:

[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)

\*This opportunity is not open to NI Civil Service staff.

**7. Endorsement**

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**Interchange Manager**

Joseph O’Byrne

Signed

04/05/2021

Date