

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	HCW Compliance Officer	JEID	M0420
Salary Grade:	Scale I		
Team:	Heritage and Culture Warwickshire (HCW)		
Division / Service:	Localities and Community Safety		
Directorate:	Resources		
Primary Location:	Warwickshire County Record Office		
Political Restriction	This position is not politically restricted.		
Responsible to:	Collections & Development Manager		

Role Purpose

To implement and oversee systems and procedures which ensure compliance within Heritage and Culture Warwickshire (HCW) with key legislation affecting the management, use of and access to collections, records, datasets and information, notably Public Records Act 1958, Local Government Act 1962, Freedom of Information 2000, Environmental Information Regulations 2004, Data Protection Act 1998, General Data Protection Regulation 2018 and Copyright, Designs and Patent Act 1988 legislation. The post-holder is the main contact for police and local authority information sharing requests received by HCW and must ensure these are handled in line with WCC procedures. The role is also responsible for data licensing and supports online access developments and income generation activity across HCW.

Role Responsibilities

1. To take responsibility for compliance with key legislation relating to archives and other services within the Heritage and Culture Warwickshire (HCW). This would include updating service components of WCC'S Freedom of Information publication scheme, ensuring HCW procedures are compliant with GDPR, processing and overseeing requests for information (FOI, DPA and EIR) within legal limits and to delegate as necessary.
2. To develop, implement, monitor and review policies and procedures to ensure compliance with key legislation relating to the management of archives.

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collections and HCW datasets and ensure that information systems are maintained in accordance with nationally agreed standards. The postholder must develop, manage and maintain administrative systems to log, track and report on legislative compliance issues.

3. To develop training programmes for HCW staff and volunteers to ensure they are competent to carry out their duties in a manner which complies with legislative requirements and good practice and to develop appropriate guidance.
4. To provide an overview of all copyright related requests on behalf of HCW and liaise with third party partners and consultees over requests for information or copyright issues, seeking to identify and achieve efficient practice and procedures across HCW in relation to copyright.
5. To monitor case law, sector-specific and generic guidance, and local decision-making policy and practice concerning access to information and liaise with partners, depositors and third-party rights holders to negotiate these to ensure effective decision-making and to promote the physical safekeeping and security of HCW collections and datasets in all areas of work.
6. To collaborate regularly and closely with HCW and corporate teams to ensure that compliance issues are resolved consistently across the services with due regard for the different requirements, commitments and priorities for these services and that corporate requirements are flagged and implemented as part of service planning and work-plan activity. Where required, participate and contribute to internal audit processes, analyse the data and produce reports.
7. To take responsibility for developing and implementing charging policies and operational arrangements associated with release of material for publication and data licensing across HCW ensuring that these are compliant and meet required standards for data sharing, accessibility, equal opportunities and any local funding and depositor agreements, ensuring good practice and fair-dealing.
8. To maintain, assess and develop the compliance aspects of HCW's web presence and development of increased online access, fundraising, supporter schemes and other income generation activity undertaken by HCW. This may include providing advice on new partnership agreements and contracts.
9. To ensure that Information Governance related incidents are discussed, investigated and reported to the Information Governance Group for review and to determine actions that may be required.
10. To maintain and develop the appropriate skills and approaches necessary for the effective performance of the post, contributing and responding to local, regional and national developments in this field.
11. To undertake any other duties as required which are commensurate with the grading of the post.

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Educated to degree standard or equivalent.	A, D
Extensive knowledge of legislation, impacting on archives and HCW services principally FOI, EIR, DPA and Copyright and experience of processing requests for information made under the Freedom of Information Act 2000 and Data Protection Act 1988, applying relevant exemptions and redacting information as necessary.	A, I, T
Sound understanding of the issues relating to information governance and data standards and experience of providing advice and assistance to members of the public, including the handling of confidential information.	A, I, T
Interest in and enthusiastic about the work and objectives of the HCW teams.	A, I
Ability to relate well to all levels of staff, volunteers and depositors and to get on well with colleagues.	A, I
High standard of written and verbal communication skills, including the ability to articulate complex matters clearly and succinctly.	A, I, T
Ability to temper assertiveness with sensitivity when dealing with managers, colleagues, depositors and users ensuring that the right advice has been provided and all parties are clear about the impact their decisions have in terms of compliance with information legislation.	A, I
Forward thinking and change oriented with the analytical skills to assist with improvements of operational performance including ability to interpret management information and contribute to service planning.	A, I
Ability to explain to requestors and depositors how HCW's charging policies contribute to HCW's long term sustainability, to foster good relationships with external and internal partners, negotiate fees for licensing requests and support the service's income generation activity.	A, I
Ability to work as part of a team but also to be self-motivated and work independently.	A, I
Competent computer user, with experience of using Microsoft Office, email, internet, encryption and redaction software and use of a digital camera.	A, I
Ability to work quickly and effectively under pressure and within limited timescales taking reasoned decisions promptly.	A, I, T
Willingness to keep up to date with developments in these fields through attending in house and external training events as necessary.	I
Ability to undertake significant manual handling when retrieving and returning records within the strong rooms. This involves lifting and carrying boxes of	I, T

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archives that may weigh around 10kg.	
Desirable Criteria	<i>Assessed By:</i>
<ul style="list-style-type: none"> Qualification in heritage and culture related field or experience of working in a local authority record office, museum or other heritage body. 	A, D
<ul style="list-style-type: none"> Qualifications in information compliance such as ISEB. 	A, D
<ul style="list-style-type: none"> Strong organisational skills, with substantial experience of developing and implementing effective policies and procedures. 	A, I, T
<ul style="list-style-type: none"> Familiarity with the series of records typically created by councils, local hospitals, health bodies, courts and Heritage and Culture Warwickshire. 	A, I
<ul style="list-style-type: none"> Customer Service experience, enquiry work or experience in supporting members of the public with advice and guidance. 	A, I
<ul style="list-style-type: none"> Project Management experience, planning, delivery and evaluation. 	A, I
<ul style="list-style-type: none"> Retail, commercial or local authority experience of income generation and familiarity with WCC financial regulations. 	A, I
<ul style="list-style-type: none"> Familiarity with archive cataloguing software e.g. CALM and digitisation equipment. 	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work)

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	purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Due to the diverse nature of this post frequent concentration is required. This is a daily requirement. Due to the responsibilities of this post there may also be occasional exposure to distressing or emotional circumstances.