Recruitment person specification

Post being recruited for: Information Rights Officer

Council core competencies

These apply to all posts	These apply to posts with responsibility for managing people or resources
Being customer / client focused	**Leading others**
Working effectively with others	**Managing performance and developing others**
Managing change	**Political sensitivity**
Taking ownership and responsibility	
Communicating effectively	
Planning and decision making	

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	**Desirable** (not every post needs desirable requirements)
Experience	Experience of working in an information compliance/ rights team of comparable scope, size and complexity Experience of dealing with subject access requests and/or other statutory requests under data protection legislation Experience of dealing with statutory requests under Scotland's freedom of information laws	Experience of working in an information compliance environment in a local authority
Knowledge, skills and understanding	Detailed knowledge and understanding of information compliance legislation and associated codes of practice in relation to information rights under the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004, the INSPIRE (Scotland) Regulations 2009, the Re-use of Public Sector Regulations 2005, the Pupils' Educational Records (Scotland) Regulations 2003, UK GDPR and the Data Protection Act 2018	Knowledge of local authority functions and activities
Qualifications and training	Recognised practitioner certificate in data protection or equivalent experience Evidence of continuous professional development	

Job specific requirements	***Relationship Management*** Ability to develop and maintain strong and positive relationships with services across the organisation to influence behaviours and outcomes Experience of advising internal and external stakeholders on their information rights and the application of compliance legislation Ability negotiate and communicate effectively at all levels within the organisation (both verbally and in writing) and present arguments/ views and information in a coherent and cogent manner	
	Statutory Processes Ability to work effectively under pressure on concurrent requests to ensure statutory deadlines can be met Ability to produce accurate and quality work, ensuring that requested information is presented clearly, appropriately and lawfully Experience of applying information compliance legislation and responding to requests for information (often complex and sensitive and occasionally traumatic) from internal and external stakeholders	
	Analysis & Problem Solving Strong evaluation and analytical skills and the ability to analyse complex issues	Sound appreciation of complexity and diversity of Council business, and experience of dealing with a range of professions and interests that are encompassed in a large authority, its partner organisations and the community at large.
	Training	Experience of delivering training and briefing sessions