

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: **Head of Legislative Reform**

REPORTS TO: **Director of Legislative Reform**

SALARY: **Level G**

HOURS: **37 per week**

The Head of Legislative Reform will join the ICO's Legislative Reform Directorate, working with the Director to support and advise on government's data reform ambitions. The focus on legislative reform is expected to last for in the region of 12 months, after which the post-holder will join the Regulatory Futures Directorate, overseeing strategic, forward-facing policy work across the ICO's remit.

PURPOSE OF POST:

The role will initially sit in the ICO's temporary Legislative Reform Directorate, working with the Director and other directorate Head to lead the ICO's engagement in and support to government's data protection reforms. The government is currently consulting on the future of data protection legislation. The ICO is engaging with this process as an expert, trusted advisor, bringing our experience of regulating the current legislation and explaining our work to date to ensure we have the structures and processes in place to deliver on our remit.

It is anticipated that on completion of the proposed legislative reform, the post holder will return to the Regulatory Futures Directorate, where they will be responsible for ensuring the ICO can effectively scan the horizon, manage future risk and take advantage of opportunities to position itself as a relevant and credible regulator. The Legislative Futures Directorate also leads the ICO policy profession and network.

The post holder's activities will range from understanding the implications of forward looking policy proposals, delivering significant policy responses to priority areas and leading engagement with key decision makers and influencers in the UK and internationally.

The post holder is expected to make a tangible contribution to shaping the ICO's key information rights agenda. This will be achieved through high level policy analysis and development, effective business planning, the allocation and management of

resources and the development and motivation of assigned colleagues.

The post holder will be expected to work collaboratively both within the Directorate and with colleagues across the ICO. Where appropriate the post holder will lead cross office, multi-disciplinary teams, to achieve specified regulatory outcomes.

KEY RESPONSIBILITIES

- Lead the team, in partnership with the Director and other department Head, to provide expert insight and advice on the breadth of the ICO's legislative framework, developing key policy positions and working across the organisation to develop and advise on the ICO's view on the impact on people, businesses, government and the ICO of proposed legislative changes.
- Be fully conversant with all relevant legislation and political, social and legal developments that impact on the ICO's information rights strategic interests.
- Develop and lead work to identify and assess emerging social, legislative and economic trends that are likely to have an impact on privacy and data protection, ensuring the implications for the ICO as an effective regulator are identified and effectively communicated to the ICO's senior leaders.
- Provide effective leadership to colleagues and team members. Ensure staff are clear about expected standards of performance, motivated and developed to provide effective and efficient services in line with the ICO's values.
- Build positive relationships with key stakeholders and influencers in order to drive change and further the ICO's information rights objectives.
- Lead in developing and presenting relevant position and decision papers to the ICO's Senior Leadership and Executive Teams and Commissioner's Management Board as necessary. Brief the Commissioner and senior colleagues in writing and verbally.
- Ensure appropriate and effective mechanisms are in place to produce and monitor key performance indicators to ensure service delivery is in line with agreed standards. Manage assigned financial and other resources.

- Seek continuous improvement in all areas of responsibility. Proactively, identify and implement changes. Manage and lead on projects and initiatives ensuring outcomes are achieved on time and in budget.
- Manage and chair, as appropriate, cross office groups on matters relevant to assigned responsibilities.
- Participate on behalf of the Commissioner/ICO at meetings and events and take part in media activity where senior representation is required.
- Participate in the ICO's leadership activities, to contribute to corporate initiatives, including business planning and reporting processes.
- Identify opportunities to enhance, and address risks to, the ICO's reputation and to make recommendations for developing the ICO's strategic approach and its information rights strategy.

PERSON SPECIFICATION

	Criteria	How Assessed
Education and Qualifications	Degree or relevant professional qualification or equivalent experience	Application form/certificates
Work Experience	<p>Significant experience in a senior role</p> <p>Substantial experience of leading and managing people</p> <p>Significant experience in a representational or negotiating role</p> <p>Experience of writing business cases</p> <p>Experience of successfully developing forward looking and proactive policy</p>	<p>Application form</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Interview</p> <p>Interview</p>
Knowledge, skills and ability.	<p>Excellent analytical and policy development skills.</p> <p>Ability to quickly acquire a thorough knowledge of DP legislation and policy.</p> <p>Knowledge of the regulatory environment, and the democratic and political framework relevant to the post.</p> <p>Understanding of the emerging strategic issues likely to have an impact on future</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/ Interview/ presentation</p> <p>Application form / Interview / presentation.</p>

	regulation of privacy and data protection.	
	Experience of interpreting and applying complex legislation to particular situations and the ability to engage in debate about these issues.	Application form/Interview.
	Excellent stakeholder management and influencing skills.	Application form / Interview
	Excellent written and verbal communication and presentation skills.	Application form / Interview/ Presentation
	Knowledge of risk and project management processes.	Application form
	Personally Effective – excellent organisational skills, ability to prioritise and delegate.	Interview
	Ambitious, seeking out, managing and influencing opportunities for continuous improvement and change.	Interview

Please note that post holder for this role will be required to receive security clearance to SC level. This requires the disclosure of spent and unspent convictions. Although convictions will be taken into account, any such information will not necessarily prevent you from obtaining a security clearance.