**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Lead Policy Officer**

**DEPARTMENT: Innovation Department**

**REPORTS TO: Group Manager, Foresight**

**SALARY: Level D**

**HOURS: 37 hours per week**

**PURPOSE OF POST:**

**About the role**

The Innovation and Technology Departments sit within the Regulatory Futures and Innovation Service at the ICO. They work closely together and specialise in new and emerging technologies and their impact on information rights.

The Innovation Department leads the ICO’s work with innovators to embed data protection by design principles into new products and services. It develops and implements strategic policy relating to innovative uses of personal data.

The Technology Department is the ICO’s centre of technical expertise. The Department’s work is high-impact, complex, and at the frontier of advanced technology and policy development.

The Foresight Team will sit across the two departments and consider the strategic, social and practical implications of emerging technologies.  It will also lead the ICO’s research grants programme, manage our interface with leading academics and input to strategic projects on high profile issues such as AI.

This is an exciting opportunity to help develop a team with a range of capabilities and a cross departmental remit, working at the cutting edge of new developments in technology, and developing responses to the data protection and information rights issues they could present.

**Lead Policy Officer**

As a Lead Policy Officer,you will be responsible for providing the team’s Group Manager and Senior Policy Officers with support in managing the ICO’s internal and external engagement with stakeholders across the Technology and Innovation arena.

As part of this function, you will be required to maintain accurate records of stakeholder meetings, monitor the team’s progress in achieving its engagement aims, and handle policy enquiries received by the team.   
In order to carry out the role successfully, you will proactively develop in-depth knowledge of the legislation overseen by the ICO.

You will have excellent communication skills, both written and verbal, allowing you to draft accurate advice and represent your team confidently at events and meetings.

You will need to stay informed about new technology and the data protection and privacy issues it presents, working closely with other teams across the office to develop and communicate ICO policy.

**KEY RESPONSIBILITIES**

* Support the development of the ICO’s policy-level relationships with assigned stakeholders in the team’s area of work, assisting senior colleagues in influencing these organisations in a way consistent with the ICO’s corporate and business plan objectives.
* Understand relevant national and international political, social, technological and legal developments that impact on assigned areas of work.
* Maintain records of the team’s engagement with assigned stakeholders, including monitoring progress in achieving engagement aims.
* Proactively develop legislative expertise, keeping abreast of national and international developments in the information rights legislative and regulatory framework.
* Support the ICO’s policy work in identifying developments in data-driven technology and innovation; exploring the potential impacts of these changes on information rights; and prioritising which issues to intervene on appropriately.
* Contribute to the development and implementation of the ICO’s approach to collaboration with external researchers working on projects relevant to the ICO’s strategic priorities and areas of emerging technology. Secure ICO collaboration in research projects relating to data protection and information rights, representing the ICO in selected UK and international research projects.
* Draft a wide range of documents including papers for meetings, briefings for senior management, presentations, consultation responses, external guidance and correspondence on behalf of the ICO.
* Represent the ICO alongside senior colleagues at selected national and international events, including speaking engagements and meetings with external stakeholders.
* Build good working relationships with all ICO departments keeping them regularly updated on the team’s work and providing advice on request
* Contribute to the ICO’s Information Rights Strategic plan and business plan for the Technology and Innovation Service.
* Undertake any other duties as required.

**PERSON SPECIFICATION**

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|  | **Criteria** | **How Assessed** |
| **Education and Qualification** | Educated to degree level or equivalent  **or**  Work experience demonstrating graduate level ability | Application form |
| **Work experience** | At least 2 years relevant graduate-level work experience. Experience of applying data protection or associated legislation will be an advantage | Application form |
| **Knowledge, skills and ability** | Good intellectual and analytical ability in order to apply complex legislation and develop detailed knowledge in assigned stakeholder areas  Effective written communication and record-keeping skills for drafting letters, reports and meeting notes  Effective verbal communication skills, in particular the ability to provide clear advice in meetings and give informative presentations  Ability to deal with a demanding workload which may include conflicting demands on time  Effective interpersonal and negotiating skills with people at all levels  An understanding of wider political, social, technological and legislative developments in the UK and overseas.  Ability to travel to meetings and events in the UK and overseas (often outside office hours and some overnight stays)  Ability to use standard Microsoft Office IT packages | Application form/interview  Application form/ interview/test  Application form/interview  Application form/interview  Application form/interview  Application form/interview    Interview  Application form |