**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:**  Principal Policy Adviser

**DEPARTMENT:**  Technology and Innovation

**REPORTS TO:**  Group Manager

**SALARY:**  Level F

**HOURS:** 37 per week. Applications from job-share and part-time candidates are welcomed.

**PURPOSE OF POST:**

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.

At the heart of job we do is a curiosity and desire to shape the world in ways that empower the citizen and society, recognising that engineering a better outcome in such a data driven world for citizens will require specialists willing to approach issues related to personal data, technology and the impact on society in novel ways.

**Key responsibilities:**

Principal Policy Advisor roles are extremely varied requiring post holders to understand complex issues quickly and work at pace. Responsibilities for this role include:

* Provide expert insight for the ICO into information rights policy matters with a technical dimension, ensuring that this expertise is used to anticipate issues where possible, and produce incisive policy responses.
* Lead multi-disciplinary teams, drawing on the expertise and skills across the organisation with appropriate governance and oversight structures, to produce the policy outcomes required which meet organisational or national guidance needs.
* Build and maintain excellent working relationships with internal and external stakeholders, representing the ICO in a variety of public forums, and negotiating with senior stakeholders to ensure the ICO is able to develop and communicate a clear approach to our policy lines.
* Provide strategic advice and support to the Commissioner and her senior leadership team, including the delivery of timely and high quality written briefings.
* Proactively develop legislative expertise, keeping abreast of developments in all information rights legislation and regulations regulated by the ICO.
* Lead fast-paced policy projects to explore the implications of specific developments in technology and innovation in greater depth, and make recommendations on the course of action that the ICO should adopt.

**PERSON SPECIFICATION**

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|  | **Criteria** | **How Assessed** |
| **Education and Qualification** | Educated to degree level or equivalent  **OR**  Substantial work experience demonstrating graduate level ability | CV/Cover letter |
| **Work Experience** | Significant relevant experience, which could have been gained from a policy, operational or corporate environment. (At least 5 years’ relevant experience will be an advantage)  Experience of working in a technology and/or online focused environment, with significant privacy, innovation and/or regulatory elements.  Experience of leading successful projects from concept to sign off.  Experience of interpreting complex information which could include legislation or operational rules and procedures.  (Experience of applying DP, FoI or associated legislation will be an advantage) | CV/Cover Letter  Interview  Interview  CV/Cover letter |
| **Knowledge, skills and ability** | Excellent written communication skills, including the abilities to analyse complex information and legislation, and to formulate clear and persuasive arguments for a range of audiences.  Excellent understanding of the technology sector and internet economy, including associated data protection and internet safety issues.  A strong understanding of the wider parliamentary, democratic, political and regulatory framework in the UK and overseas is essential.  Excellent verbal communication and presentation skills and an ability to represent the ICO with a range of stakeholders.  Excellent interpersonal skills, including the ability to negotiate and maintain good relationships with senior stakeholders in all areas of public life and make sound judgements.  Ability to work under pressure and manage competing priorities.  Ability to travel to meetings and events in the UK and overseas (possibly outside office hours) | Interview  CV/Cover letter & interview  Interview  Interview  CV/Cover Letter & Interview  Interview  Interview |