### ico_master_blue_rgb_JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:**  Senior Policy Officer

**DEPARTMENT:**  Technology and Innovation

**REPORTS TO:**  Group Manager

**SALARY:**  Level E

**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

* Scanning the horizon for new issues that the ICO should consider; researching them to understand the strategic, social, and practical implications around new technologies or processes that affect data rights*.*
* Influencing thinking in the development of data protection and privacy policy both within the ICO and externally.
* Developing and producing external guidance or technical advice on complex issues.
* Undertaking high quality research in order to produce briefing notes, policy position papers and background policy papers on complex issues.
* Preparing written responses to consultations, supporting these responses as required, and drafting reports, which may be of considerable complexity.
* Developing in depth policy guidance on new and emerging issues working with colleagues across the Innovation and Technology Departments and engaging a range of experts from across the ICO.
* Developing the ICO’s relationship with assigned stakeholders in the department’s area of work, both in the UK and overseas, influencing these at a senior level in a way consistent with the requirements of information rights legislation and ICO objectives, including representing the ICO at selected events, speaking engagements, and meetings with stakeholders and regulatory bodies where appropriate.
* Proactively developing legislative expertise, keeping abreast of developments in information rights legislation and other regulations overseen by the ICO.

**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **How Assessed** |
| **Education and Qualification** | Educated to degree level or equivalent  Or  Significant (eg 3-5 years) work experience demonstrating graduate level ability. | CV / cover letter |
| **Work Experience** | Significant relevant working experience. At least 3 years’ experience in a policy, regulatory, technology based or legal role will be an advantage.  Experience of working with complex information which could include legislation or operational rules and procedures. Experience of applying data protection or associated legislation will be an advantage. | CV / cover letter  CV / interview |
| **Knowledge, skills and ability.** | Excellent written communication skills, including the ability to analyse complex issues and formulate clear and persuasive arguments for a range of audiences.  The ability to use good judgement and problem solving skills in order to take sound and potentially high profile decisions.  Strong verbal communication skills, including and presentational skills  Strong interpersonal skills, including the ability to negotiate and maintain good relationships with senior officials in assigned stakeholder areas.  An understanding of wider political, economic and technological developments in the UK and overseas.  Ability to work as a member of a project team to deliver defined objectives under pressure.  Ability to use standard office IT packages.  Ability to travel to meetings and events in the UK and occasionally overseas (possibly outside office hours). | Interview / test  CV / interview  CV / interview / test  CV / interview  CV / Interview  Interview  CV / cover letter  Interview |