

## **Job Description and Person Specification**



**Job Title: Deputy CEO (Chief Operating Officer)**

**Reports to: Information Commissioner**

**Salary: Level H**

### **Main Purpose**

The DCEO is the ICO's 'Accountable Officer'. They report to the Information Commissioner and are accountable to the Commissioner and Management board for the performance of the ICO as both a regulator and employer. They are chair of the ICO Executive Team, are responsible for ensuring the ICO purpose and vision are operationalised and achieved effectively and have line management responsibility for the members of the Executive Team. More specifically, the DCEO ensures:

The Executive Team is working accountably to clear collective and individual objectives and is supported, develops as a team and held to account to deliver.

The Executive Team promotes and safeguards the good corporate reputation of the ICO, understanding and mitigating risk and opportunities appropriately and provides broader strategic leadership to our people. This means enabling all our people to perform at their best, feeling a true sense of belonging to an impactful, inclusive and diverse organisation.

The ICO operating model is well defined and culture codified to empower our people to achieve our purpose and vision together.

ICO strategies and plans are both ambitious and feasible. This means making sure the ICO remains vertically and horizontally aligned with sufficient capacity and capability to achieve our purpose and vision effectively.

All ICO resources are utilised efficiently and effectively, productivity continuously improves and we demonstrate value for money in all that we do.

Support is provided to both the Commissioner and individual Executive Team members on those initiatives most central to the successful execution of our strategies and plans.

The DCEO also owns external stakeholder relationships in areas integral to the achievement of our strategic purpose and objectives.

Responsibility for day-to-day leadership of specific ICO functions or services does not rest with this post holder and is clearly delegated to Executive Directors.

## **Key Responsibilities**

- Work effectively alongside colleagues on the ICO's Management Board and lead the Executive Team to develop and deliver the ICO's mission and vision in line with its values.
- As 'Accountable Officer', act as the strategic lead for leadership, performance and accountability across the ICO - ensuring robust strategies and frameworks are in place to support the joined up high performance delivery of all ICO functions and services.
- Ensure continuous improvement, efficiency and value for public money are built into the ICO's strategies and plans.
- Ensure matters of strategic or systemic importance are raised, as appropriate, with the Commissioner and Management Board and in a timely manner.
- Represent the Commissioner at strategic level, nationally and internationally in meetings, to the media and on public platforms, and through membership of relevant national cross sector structures.
- Ensure that the ICO values diversity and diversity of thought in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- Act as a mentor, coach and role model and set an example to all staff of how to live the ICO's values. In doing so, ensure that staff are clear about expected standards of performance, are confident and motivated and are developed to provide effective and efficient services.
- Effective line management of a team of senior leaders operating at Executive Director level.

**As the ICO's Accountable Officer, providing assurance to the Accounting Officer, be responsible for the following as set out in the ICO's management Agreement with its sponsor department:**

- Ensuring propriety and regularity in the handling of those public funds for which the ICO has charge;
- the day-to-day operations and management of the ICO; and
- for ensuring that the ICO as a whole is run on the basis of the standards, in terms of governance, decision-making and financial management that are set out in Box 3.1 to Managing Public Money (at the time of writing).
- ensuring that proper records are kept relating to the ICO accounts and that the accounts are properly prepared and presented in accordance with Treasury guidance and with any directions issued by the Secretary of State;
- ensuring that effective procedures for handling complaints about the ICO are established and made widely known within the organisation; and
- acting in accordance with the terms of the ICO's Management Agreement, Managing Public Money and other instructions and guidance issued from time to time by DCMS, the Treasury and the Cabinet Office.
- informing DCMS of activities that may contribute to DCMS's own policy objectives as defined in the single Departmental plan;
- ensuring that financial considerations are taken fully into account at all stages in reaching an executing decisions, and that financial appraisal techniques are followed;
- ensuring that timely forecasts and monitoring information on performance and finance are provided to DCMS; that DCMS is notified promptly if over or under spends are likely and that corrective action is taken; and that any significant problems whether financial or otherwise, and whether detected by internal audit or by other means, are notified to DCMS in a timely fashion; and
- ensuring that financial information regarding the management of the ICO is reviewed regularly.

### Person Specification

	Criteria
<b>Education and Qualifications</b>	Degree or relevant professional qualification or equivalent

<p><b>Work Experience</b></p>	<p>A track record (with significant' experience at a senior level within public, private or third sectors) of successful leadership with evidence of strategic planning and delivery of high quality outcomes in a regulatory context.</p> <p>Experience of leading significant, organisational wide change projects from concept to sign off.</p> <p>Substantial experience in a high level representational and negotiating role.</p> <p>Substantial senior level experience in a regulatory or investigative agency.</p>
<p><b>Knowledge, skills and ability.</b></p>	<p>A demonstrable empathy towards data protection, freedom of information and the key ICO roles of educating and influencing, promoting good practice, addressing complaints and enforcing.</p> <p>Expertise, or demonstrable ability to develop expertise, regarding data protection and Freedom of information legislation.</p> <p>The ability to adopt objectivity towards underlying policy objectives combined with sound judgement.</p> <p>Understanding of the principles of good regulation and their practical application.</p> <p>Appreciation of the impact of new and emerging information technologies coupled with keen awareness of "digital economy" developments and issues.</p> <p>A strong commitment to upholding the independence and impartiality of the Commissioner's office.</p> <p>A good track record in managing teams of leaders and delivering organisational change to get results.</p> <p>Up to date knowledge of modern business and corporate planning methodologies, government standards and best practice.</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework. Knowledge of corporate governance management.</p>

	<p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change at a strategic level</p>
<p><b>Characteristics</b></p>	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p> <p>Strong intellectual and analytical capacities as applied to social, technological and legal issues.</p> <p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p> <p>Strong written, verbal and presentational communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p> <p>Positive “can do” attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p> <p>Strong team player - good at motivating and leading by example.</p> <p>Personal stature to be a credible public face for the organisation.</p>

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Deputy Commissioner-Regulatory Policy**

**DEPARTMENT: Executive Team**

**REPORTS TO: Information Commissioner**

**SALARY: Level G2**

**HOURS: 37 per week (full time)**

### **PURPOSE OF POST:**

The role of Deputy Commissioner–Regulatory Policy, is crucial to the ICO’s purpose of empowering through information, empowering the public to confidently take part in a thriving society and sustainable economy and empowering organisations to plan, invest, responsibly innovate and grow.

The **Deputy Commissioner-Regulatory Policy** will report to the Information Commissioner and is accountable to the Deputy Chief Executive for the day-to-day delivery of objectives and the collective work of the Executive Team.

### **KEY RESPONSIBILITIES**

- To work openly and collaboratively as a member of the Executive Team, ensuring the organisation is led effectively to achieve the transformation and delivery of services called for by ICO25.
- To deputise as necessary, for the Commissioner and act as the lead for regulatory policy matters across the organisation, ensuring the ICO’s Policy Projects, Legislative Reform, International Co-Operation and Economic Analysis teams deliver their plans and strategies focusing on areas that represent the most significant regulatory risk or opportunity.
- To significantly contribute to developing and delivering the ICO’s policy services and initiatives.
- To demonstrate strong intellectual and analytical capabilities and possess the commercial acumen to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.

- To share our values of being curious, impactful, collaborative as well as respectful and inclusive –and you will be experienced in empowering others to lead and to work confidently and accountably in line with strong values to achieve high performance.
- To bring significant experience working in a senior policy role for a national or international organisation within the public, private or third sectors. With strong ambassadorial instincts, you will possess the credibility to build and nurture constructive working relationships with a broad range of influential stakeholders.
- To display palpable empathy towards data protection, freedom of information and an appreciation of the impact of new and emerging technologies coupled with a keen awareness of the digital economy, developments and issues.
- To possess sophisticated communication and influencing skills combined with the flexibility, emotional intelligence, and personal resilience to operate well under pressure.

**PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualification</b>	Degree or relevant professional qualification or equivalent experience.	Application form
<b>Work Experience</b>	A proven track record, with substantial experience at a senior level within public, private or third sectors, of successful policy leadership with evidence of strategic planning and delivery of high quality outcomes.	Application form & interview
	Significant experience of working in a senior policy role–for a national or international organisation.	Application form & interview

	<p>Substantial experience in a high level representational and negotiating role.</p> <p>Experience of writing business cases relating to major initiatives.</p>	<p>Application form &amp; interview</p> <p>Application form &amp; interview</p>
<p><b>Knowledge, skills and ability</b></p>	<p>A demonstrable empathy towards data protection, freedom of information and the key ICO roles of educating and influencing, promoting good practice, addressing complaints and enforcing the law through a proportionate regulatory delivery framework.</p> <p>Expertise, or demonstrable ability to develop expertise, regarding data protection and Freedom of information legislation.</p> <p>Understanding of the principles of good regulation and their practical application.</p> <p>Appreciation of the impact of new and emerging information technologies coupled with keen awareness of "digital economy" developments and issues.</p>	<p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p>



	<p>A proven track record in managing teams of leaders and delivering organisational change to get results.</p>	<p>Application form &amp; interview</p>
	<p>Up to date knowledge of modern business and corporate planning methodologies, governance standards and best practice.</p>	<p>Application form &amp; interview</p>
	<p>Knowledge of the UK regulatory environment and the public sector generally, including the democratic, political and organisational framework..</p>	<p>Application form &amp; interview</p>
	<p>Excellent organisational skills, ability to prioritise and delegate.</p>	<p>Application form &amp; interview</p>
	<p>Ability to seek out, manage and influence opportunities for continuous improvement and change.</p>	<p>Application form &amp; interview</p>
	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p>	<p>Application form &amp; interview</p>
	<p>Strong intellectual and analytical capacities as applied to social,</p>	<p>Application form &amp; interview</p>

	<p>technological and legal issues.</p> <p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p> <p>Strong written, verbal and presentational communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p> <p>Positive "can do" attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p> <p>Strong team player – good at motivating and leading by example.</p>	<p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p>
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## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Deputy Commissioner-Regulatory Supervision**

**DEPARTMENT: Executive Team**

**REPORTS TO: Information Commissioner**

**SALARY: Level G2**

**HOURS: 37 per week (full time)**

### **PURPOSE OF POST:**

The role of Deputy Commissioner–Regulatory Supervision, is crucial to the ICO’s purpose of empowering through information, empowering the public to confidently take part in a thriving society and sustainable economy and empowering organisations to plan, invest, responsibly innovate and grow.

The **Deputy Commissioner-Regulatory Supervision** will report to the Information Commissioner and is accountable to the Deputy Chief Executive for the day-to-day delivery of objectives and the collective work of the Executive Team.

### **KEY RESPONSIBILITIES**

- To work openly and collaboratively as a member of the Executive Team, ensuring the organisation is led effectively to achieve the transformation and delivery of services called for by ICO25.
- To deputise as necessary, for the Commissioner and act as the lead As necessary, you will deputise for the Commissioner and act as the lead for supervision matters across the organisation, ensuring the ICO’s investigative, audit and assurance teams deliver their plans and strategies focusing on areas that represent the most significant regulatory risk or opportunity.
- To significantly contribute to developing and delivering the ICO’s supervisory services, policies and initiatives.
- To demonstrate strong intellectual and analytical capabilities and possess the commercial acumen to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues. You will share our

- To share our values of being curious, impactful, collaborative as well as respectful and inclusive –and you will be experienced in empowering others to lead and to work confidently and accountably in line with strong values to achieve high performance.
- To bring significant experience working at a senior-level role for a national or international organisation within the public, private or third sectors.
- To provide a successful track record of service delivery with evidence of planning and achievement of high-quality outcomes in a regulatory supervision context is essential (either as a regulator or operating at a senior level in a regulated entity or sector).
- To display palpable empathy towards data protection, freedom of information and an appreciation of the impact of new and emerging technologies coupled with a keen awareness of the digital economy, developments and issues. You must also possess sophisticated communication and influencing skills combined with the flexibility, emotional intelligence, and personal resilience to operate well under pressure

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualification</b>	Degree or relevant professional qualification or equivalent experience	Application form
<b>Work Experience</b>	A proven track record, with substantial experience at a senior level within public, private or third sectors, of successful service delivery with evidence of planning and achievement of high-quality outcomes in a regulatory supervision context.	Application form & interview
	Substantial experience in a high-level	Application form & interview

	<p>representational and negotiating role.</p> <p>Substantial senior-level experience in a regulatory or investigative-based sector or regional agency.</p>	<p>Application form &amp; interview</p>
<p><b>Knowledge, skills and ability</b></p>	<p>A demonstrable empathy towards data protection, freedom of information and the key ICO roles of educating and influencing, promoting good practice, addressing complaints and enforcing the law through a proportionate regulatory delivery framework.</p> <p>Expertise, or demonstrable ability to develop expertise, regarding data protection and Freedom of information legislation.</p> <p>Understanding of the principles of good regulation and their practical application.</p> <p>Appreciation of the impact of new and emerging information technologies coupled with a keen awareness of "digital economy"</p>	<p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p> <p>Application form &amp; interview</p>





## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** General Counsel

**DEPARTMENT:** Executive Team

**REPORTS TO:** Deputy Chief Executive (Chief Operating Officer)

**SALARY:** Level H

### **PURPOSE OF POST:**

The General Counsel will provide high level, risk based advice to the Commissioner, the ICO management board and the organisation regarding legal matters which have strategic implications for the effective regulation of data protection and privacy matters and the transparency of public information.

As a member of the ICO's Executive Team and Management Board, the post holder will drive, and oversee the delivery of the ICO's legal strategy and advise on the legal approach to be taken in cases which are novel, contentious or have national significance. They will also make a full contribution to the overall strategy, management and governance of the ICO.

The postholder will be central to the legal interpretation and implementation of the General Data Protection Regulation and Directive (EU) 2016/680 (the Law Enforcement Directive) in the UK, and represent the Commissioner in a variety of legal environments both nationally and internationally.

As Head of Legal Profession for the ICO, the General Counsel will provide leadership to all of the ICO's lawyers, ensuring that they comply with relevant professional standards. This will involve direct management responsibility for the ICO's two Legal Services Directorates. The ICO is usually represented by counsel in court proceedings, but the General Counsel may, on occasion, be required to represent the ICO if appropriate.

### **KEY RESPONSIBILITIES**

- Providing high level expert analysis, assessment and advice regarding the legal issues arising from the Commissioner's duties to regulate a range of laws and regulations. These include the Data Protection Act; the General Data Protection Regulation; the Law Enforcement Directive; the Freedom of Information Act and Environmental Information Regulations; the Privacy and Electronic Communications Regulations; and all other legislation within the Commissioner's remit.



- Providing in-depth legal analysis and opinion, including the assessment of risk, regarding high profile cases, changes to the law and evolving legal trends. Ensuring that advice provided is clear, factually accurate, legally sound and well-reasoned. This will involve advising the Commissioner, senior managers and the Management Board, supporting ICO lawyers and instructing external counsel where appropriate.
- Assuming overall responsibility for ensuring that the ICO is properly represented in the Courts and Tribunals and that external Counsel is used effectively and appropriately.
- Representing the ICO in legal environments such as courts and tribunals, including appeal and upper courts/tribunals, as required and assessing circumstances where cases should be referred to Counsel.
- Representing the Commissioner/ICO and providing legal insight at high profile events such as those involving government departments, key stakeholders, parliamentary committees, international bodies and, occasionally, the media.
- Supporting the ICO's development of policies and guidelines for organisations and the public by managing the provision of incisive legal consideration of the matters involved to ensure that all ICO guidance is fully compliant with legislative requirements.
- Leading the ICO's legal strategy, and making a high level contribution to the ICO's corporate strategy and business planning process, identifying and addressing areas of legal significance.
- Acting as the Head of Legal Profession for the ICO, responsible for ensuring that lawyers comply with the regulatory requirements and ethical standards of the Solicitors Regulation Authority, the Bar Council and Chartered Institute of Legal Executives as appropriate.
- Overseeing the deployment of legal resources including management of the ICO's legal budget. This will involve providing effective leadership and direct line management of two Directors of Legal Services, ensuring that lawyers are clear about expected standards of performance and are motivated and developed to provide effective and efficient services.
- Seeking out and supporting opportunities for legal staff to develop their own legal practice /experience with a view to delivering flexible legal services to the Commissioner.

- Seeking continuous improvement in all areas of responsibility, recommending changes where required, and managing projects and initiatives.
- Play a significant role in the leadership of the ICO and all relevant corporate initiatives, taking personal responsibility for ad hoc tasks agreed with the Commissioner.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Recognised professional qualification as a Barrister or Solicitor entitled to practice in England & Wales.	Application form and certificates.
	Current practising certificate from the Law Society or Bar Council.	Application and certificates.
<b>Work Experience</b>	At least 5 years' experience in a senior legal position.	Application and interview.
	Experience of supervising and managing legal staff.	Application and interview.
	Experience of contributing to broader organisational management and strategy.	Application and interview
	Experience of ensuring the provision of appropriate and effective representation in Tribunals, Higher Courts and/or other legal bodies.	Application and interview
<b>Knowledge, skills and ability.</b>	Expertise, or demonstrable ability to develop expertise, in Data Protection, Freedom of Information and related legislation.	Application and interview
	Excellent interpersonal skills, with the ability to lead and motivate staff, and ensure adherence to professional standards.	Application and interview

	<p>Ability to influence internal and external stakeholders.</p> <p>Excellent organisational skills, ability to prioritise, manage a varied caseload, delegate and meet tight deadlines.</p> <p>Excellent judgement and the ability to understand and assimilate information quickly, making sound reasoned legal decisions in complex or controversial circumstances.</p> <p>The ability to provide timely and clear legal advice and provide possible solutions or options in response to complex problems.</p> <p>Ability to think strategically and consider organisational impact of key judgments and decisions.</p>	<p>Application and interview.</p> <p>Application and interview.</p> <p>Application and interview.</p> <p>Interview and assessment exercises</p> <p>Application and interview.</p>
<p><b>Characteristics</b></p>	<p>Strong written, verbal and presentational communications skills.</p> <p>Positive “can do” attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p> <p>Strong team player - good at motivating and leading by example.</p> <p>Personal stature to be a credible public face for the organisation.</p>	

Please note that post holders for this role will be required to receive security clearance to DV 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.

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Executive Director – Corporate Digital, Data and Technology**

**DEPARTMENT:**

**REPORTS TO: Deputy Chief Executive Officer**

**SALARY: Level H**

**HOURS: 37 per week (full time)**

### **PURPOSE OF POST:**

The purpose of the Executive Director for Corporate Digital, Data and Technology role is to lead the development and implementation of the ICO's data strategy, ensuring we are a modern and data driven organisation. The role holder will also be responsible for the strategic leadership for the already established Digital and IT functions. This post will also play a key role as part of the Executive Team.

The **Executive Director of Corporate Digital, Data and Technology** will develop and lead the function comprising of Digital, Data and Technology, further establishing this critical area for the ICO in line with the strategic direction of the ICO.

### **KEY RESPONSIBILITIES**

- To work collaboratively with colleagues on the Executive Team to develop and deliver the ICO's mission, vision and values.
- To develop and lead the function comprising of Digital, Data and Technology, further establishing this critical area for the ICO in line with the strategic direction of the ICO.
- To make a significant contribution to the development and delivery of the ICO's strategic plans, policies and initiatives.
- To be responsible for the shaping and improvement of the ICO's strategic and operational performance using data.
- To be responsible for the ongoing development and delivery of the ICO's data strategy.

- To be the Executive level champion and lead for the development and promotion of a positive and innovative digital, data and technology culture across the organisation, championing both the necessity and benefits of an ambitious strategy and culture.
- To be responsible for the ICO's IT and Digital strategy, supporting the organisation to continue to grow and develop and creating the conditions for all colleagues to work productively and effectively.
- To ensure the digital development and system architecture to provide the organisation with systems which are efficient, secure and maximise business benefits.
- To drive the cultural leadership, normalising the sharing and management of data to support the safe and efficient design, implementation and use of solutions to enhance the delivery and outcomes across the ICO.
- To strategically enhance the ICO's ability to analyse and utilise the data and intelligence it collects on the organisations it regulates.
- To work collaboratively with Executive and Senior Leadership colleagues to enable data and intelligence based informed decision making. Establishing processes that enable appropriate autonomy of these decisions at all levels of the ICO, as a regulator and employer.
- To enhance the ICO's capacity and tools to coordinate, analyse and share data and intelligence internally and externally.
- To enhance and develop the ICO's use of digital and technology with the Director of Digital and IT.
- To establish and lead on the ICO's internal and external data relationships with key stakeholders.
- To be the ICO sponsor for the data and Management Information programme and key digital, data and technology systems, ensuring cross-organisational needs are represented and that systems are adopted and utilised as intended across the business.
- To be responsible for being the head of the profession, setting the standards for our operating model and best practice; as well as ensuring competency development including the establishment of digital, data and technology professional pathways.
- To engage across the whole of the ICO, establishing close working relationships and taking responsibility for matrix management where

necessary to ensure a connection across the organisation to ensure a successes and cohesive implementation of the relevant strategies.

- To assume overall responsibility for the management of the ICO’s digital, data and technology risks, setting appropriate risk appetites and ensuring risks are managed/mitigated in line with agreed tolerances, reporting progress direct to the Management Board and Audit Committee as appropriate.
- To ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- To seek continuous improvement in all areas of responsibility and acting as a catalyst for continuous improvement and innovation across the organisation.
- To play a significant role in the leadership of the ICO and all relevant corporate initiatives, taking personal responsibility for ad hoc tasks agreed with the DCEO and wider Executive Team.

**PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualification</b>	Degree and or relevant post graduate qualifications, or equivalent work experience.	Application form
<b>Work Experience</b>	Extensive experience of leadership and people management, with the ability to motivate teams.	Application form & interview
	Systems and digital expertise with proven experience in using data for better technological use, as well as applications integration.	Application form & interview
	Significant track record of working in an environment with	Application form & interview



	<p>Ability to seek out, manage and influence opportunities for continuous improvement and change at a strategic level.</p>	<p>Application form &amp; interview</p>
	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p>	<p>Application form &amp; interview</p>
	<p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p>	<p>Application form &amp; interview</p>
	<p>Strong written, verbal and communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p>	<p>Application form &amp; interview</p>
	<p>Positive "can do" attitude. Flexibility, adaptability and resilience under pressure.</p>	<p>Application form &amp; interview</p>
	<p>Sustained experience of finding solutions to diverse problems.</p>	<p>Application form &amp; interview</p>
	<p>Strong team player - good at motivating and leading by example.</p>	<p>Application form &amp; interview</p>





## **Job Description and Person Specification**



**Job Title: Executive Director – Regulatory Futures and Innovation**

**Reports to: Deputy Information Commissioner**

**Salary: Level H**

**Contract/Hours: 37 hours per week**

### **Main Purpose**

The role of Executive Director – Regulatory Futures and Innovation is crucial to support the work of the Commissioner. The role will establish the ICO's stances on new Technology applications and Innovation initiatives involving data, taking high level decisions and leading work to position the ICO effectively to regulate in the digital landscape. This will ensure the ICO is best placed to demonstrate effectiveness as a forward thinking proactive national regulator.

As a member of the ICO's Executive Team and Management Board the postholder is expected to make a significant contribution to the development and delivery of the ICO's strategic plans, policies and initiatives.

The Executive Director of Regulatory Futures and Innovation will develop and lead the function comprising Technology Policy and Innovation departments, further establishing this critical area for the ICO in line with the strategic direction described in the ICO's Technology Strategy.

Acting as the professional lead in this area, the postholder will direct information rights technology policy and innovation issues and initiatives across the ICO. They will ensure the ICO develops engagement strategies with external organisations in this field which deliver new approaches to information rights practice which are legally compliant and promote the effective management of personal data as a core element of emerging technologies and business systems.

This will involve representing the ICO at a senior level nationally and internationally as required, particularly with technology stakeholders from across the government, regulators, as well as public and private sectors.

As a senior leader at the ICO the Executive Director will also promote and safeguard the good corporate reputation of the ICO, raise awareness of

information rights and obligations and provide leadership to the organisation and its people.

## **Key Responsibilities**

- Work effectively alongside colleagues on the ICO's Executive Team to develop and deliver the ICO's mission, vision and values.
- Develop and implement strategies to enable innovation by data controllers and data processors in the United Kingdom that support the best interests of the wider public, and economic growth, whilst remaining aligned with the ICO's mission, vision and values.
- Represent the Commissioner at the highest levels, nationally and internationally - in meetings, to the media and on public platforms, and through membership of relevant bodies.
- Help to ensure that the ICO always acts in the best interests of the wider public and that its services reflect their different needs.
- Act as the professional and strategic lead for information rights technology policy and innovation matters across the ICO ensuring that the ICO keeps up to date with developments, is responsive, implements best regulatory practice and has sufficient capacity and capability to meet its commitment to be a good regulator.
- Oversee the development and implementation of effective, appropriate and joined up strategies to deliver relevant specific objectives outlined in the corporate plan.
- Ensure through direct reports that appropriate performance standards are set and maintained and that effective mechanisms are in place to produce and monitor key performance indicators.
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- Act as a role model and set an example to all staff of how to live the ICO's leadership competencies and values.
- Ensure that staff are clear about expected standards of performance, are motivated and are developed to provide effective and efficient services.

- Seek continuous improvement in all areas of responsibility. To manage and lead on major projects and initiatives ensuring that implementation is achieved on time and in budget.
- Ensure that effective and appropriate policies and procedures are in place to drive divisional performance, meeting legal requirements, best practice and organisational objectives.
- Play a significant role in leadership of the ICO and all relevant corporate initiatives taking personal responsibility for ad hoc tasks agreed with the Commissioner.

### Person Specification

	Criteria
<b>Education and Qualifications</b>	Degree or relevant professional qualification or equivalent
<b>Work Experience</b>	<p>A track record (with significant' experience at a senior level within public, private or third sectors) of successful policy leadership with evidence of strategic planning and delivery of high quality outcomes.</p> <p>Significant track record of delivering innovation which supports growth of the digital economy.</p> <p>Experience of leading significant, organisational wide change projects from concept to sign off.</p> <p>Substantial experience in a high level representational and negotiating role</p> <p>Experience of writing business cases relating to major initiatives.</p>
<b>Knowledge, skills and ability.</b>	<p>A demonstrable empathy towards data protection, freedom of information and the key ICO roles of educating and influencing, promoting good practice, addressing complaints and enforcing.</p> <p>Expertise, or demonstrable ability to develop expertise, regarding data protection and Freedom of information legislation.</p> <p>The ability to adopt objectivity towards underlying policy objectives combined with sound judgement.</p>

	<p>Understanding of the principles of good regulation and their practical application.</p> <p>Appreciation of the impact of new and emerging information technologies coupled with keen awareness of “digital economy” developments and issues.</p> <p>A strong commitment to upholding the independence and impartiality of the Commissioner’s office.</p> <p>A good track record in managing teams and delivering organisational change to get results.</p> <p>Up to date knowledge of modern business and corporate planning methodologies, government standards and best practice.</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework. Knowledge of corporate governance management.</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change at a strategic level</p>
<p><b>Characteristics</b></p>	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p> <p>Strong intellectual and analytical capacities as applied to social, technological and legal issues.</p> <p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p> <p>Strong written, verbal and presentational communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p> <p>Positive “can do” attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p>

	<p>Strong team player - good at motivating and leading by example.</p> <p>Personal stature to be a credible public face for the organisation within the technology sector.</p>
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## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Executive Director – Strategic Communications

**REPORTS TO:** Deputy Chief Executive Officer

**SALARY:** Level H

### **PURPOSE OF POST**

The purpose of the Executive Director for Strategic Communications is to work as a member of the ICO's Executive Team, overseeing the development, implementation and execution of the ICO's strategic communications and engagement activities across the organisation, ensuring we grow awareness of the value and impact of the work we do and reach new audiences. The role holder is responsible for leadership of the Corporate Communications teams and Private Office as well as providing strategic direction to teams contributing to communications and engagement across the ICO.

The Executive Director of Strategic Communications plays a key role as part of the Executive Team. As a member of the ICO's Executive Team and attendee at Management Board the postholder is expected to make a significant contribution to the development and delivery of the ICO's strategic plans, policies and initiatives.

The post holder will ensure teams involved in all aspects of our regulatory work are empowered and able to communicate and engage effectively, ensuring that our stakeholder relations across the organisation are inclusive and empathetic and brought together in line with our ICO25 commitments.

As a senior leader, the Executive Director will also promote and safeguard the good corporate reputation of the ICO, raise awareness of information rights and obligations and provide leadership to the organisation and its people.

### **KEY RESPONSIBILITIES**

- Work collaboratively with colleagues on the Executive Team to develop and deliver the ICO's mission, vision and values.
- Work autonomously to create and deliver strategic communications and engagement across all Executive Directorates and functions

- Responsible for the ongoing development and delivery of the ICO's communications and engagement strategy, supporting the organisation to integrate communications thinking in all its work from the outset to deliver better impact for the ICO's work.
- To be the Executive level champion and lead for the development and promotion of a proactive and innovative communications and engagement culture across the organisation, championing both the necessity and benefits of an ambitious strategy and culture.
- Enhance and develop the ICO's use of communications and engagement through the variety of channels and levers across the organisation, working with Corporate Communications and internal stakeholder engagement teams.
- Strategically enhance the ICO's ability to use communications insight and evaluation to better reach new audiences and ensure our work resonates with impact.
- Working collaboratively with Executive and Senior Leadership colleagues to enable strategic communications to inform decision making. Establishing processes that enable a communications mindset at all levels of the ICO, as a regulator and employer.
- Enhance the ICO's capacity and tools to deliver and analyse communications and engagement
- Establishing and leading on the ICO's internal and external relationships with key stakeholders necessary to develop and further our communications and engagement and our ICO25 objectives.
- Assume responsibility for managing reputation, setting appropriate risk appetites and ensuring risks are managed/mitigated in line with agreed tolerances, reporting progress direct to the Management Board and Audit Committee as appropriate.
- Responsible for being the head of the profession, setting the standards for our operating model and best practice; as well as



ensuring competency development for communications and engagement.

- Be responsible for the successful development and delivery of the ICO's Private Office function in support of the Executive Team.
- Engage across the whole of the ICO, establishing close working relationships and taking responsibility for matrix management where necessary to ensure a connection across the organisation to ensure a successful and cohesive implementation of the relevant strategies.
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- Seeking continuous improvement in all areas of responsibility and acting as a catalyst for continuous improvement and innovation across the organisation.
- Play a significant role in the leadership of the ICO and all relevant corporate initiatives, taking personal responsibility for ad hoc tasks agreed with the DCEO and wider Executive Team.
- Represent and personally advise the Commissioner wherever required and act as the ICO's most senior media spokesperson after the Commissioner and their Deputies.

## **PERSON SPECIFICATION**

	<b>Criteria</b>
<b>Education and Qualifications</b>	Degree and or relevant post graduate qualifications, or equivalent 10 years' relevant professional, technical or managerial experience by practice
<b>Work Experience</b>	Substantial experience related to the delivery of services in communications disciplines.  Significant track record of working in complex and/or public sector environment using

	<p>communications and engagement in developing an organisational strategy</p> <p>Extensive experience of leadership and people management, with the ability to motivate teams</p>
<p><b>Knowledge, skills and ability</b></p>	<p>The ability to exercise sound judgement in ambiguous or controversial circumstances.</p> <p>Appreciation of the impact of new and emerging communications channels and approaches with keen awareness of evolving external environment that may influence our communications strategy</p> <p>A good track record in managing teams and delivering organisational change to get results.</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework. Knowledge of corporate governance management.</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate.</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change at a strategic level.</p>
<p><b>Characteristics</b></p>	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p> <p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p>

	<p>Strong written, verbal and communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p> <p>Positive "can do" attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p> <p>Strong team player - good at motivating and leading by example.</p>
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## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Executive Director – Strategic Planning and Transformation

**REPORTS TO:** Deputy Chief Executive

**SALARY:** Level H

### **PURPOSE OF POST**

The ICO has an ambitious strategic plan and transformation agenda, investing annually in a portfolio of strategic transformation programmes which enable the delivery of our strategic enduring objectives and underpin the continuous development of the organisation as a relevant and effective major UK regulator.

The Executive Director – Strategic Planning and Transformation is a member of the ICO's Executive Team and attends Management Board. The post holder will drive and oversee the delivery of the ICO's strategies and plans, accountable to the Management Board for their successful completion on time, within agreed budgets and in line with the strategic ambition of the ICO. The post holder will also make a full contribution to the overall strategy, management and governance of the organisation.

The postholder will sustain our focus on the delivery of the ICO's enduring objectives through effective strategy management. Aligning our strategies with our delivery mechanisms, be that the ICO's Transformation Portfolio, directorate business plans, or localised team delivery.

As the ICO's most senior technical change and transformation specialist, the post holder will lead on the development and maintenance of a strong culture of continuous improvement and innovation across the organisation.

### **KEY RESPONSIBILITIES**

- Work collaboratively with colleagues on the Executive Team to develop and deliver the ICO's mission, vision and values.
- Provide Executive level ownership of the ICO's most strategic delivery plans and change and transformation programmes and to be accountable to the Management Board for their execution and realisation of their planned benefits.
- To be the Executive level champion and lead for the development and maintenance of a positive and innovative change and transformation culture across the organisation, championing both

the necessity and benefits of an ambitious strategic programme of continuous improvement.

- Develop and oversee the establishment of new programmatic delivery models across strategy and delivery in the ICO.
- Working collaboratively with the other members of the Executive Team, ensure that ICO change and transformation programmes remain proportionate and aligned with the ICO's short, medium and long-term objectives as set out in corporate strategies and business plans.
- Assume overall responsibility for the management of risk across the ICO's change and transformation programmes and projects – setting appropriate risk appetites and ensuring risks are managed/mitigated in line with agreed tolerances, reporting progress direct to the Management Board and Audit Committee as appropriate.
- Owning the ICO's change and transformation and strategy execution methodologies, policies and guidelines, making sure the ICO's approach remains fit for purpose and well aligned with standards of best and good practice as appropriate.
- To have responsibility for the ICO's Project Management Office, Strategy and Delivery Units seeking out and supporting opportunities to develop the ICO's strategy execution, approach to planning and performance management, change and transformation management capability, including the continuous development of change management skills and competence as a recognised profession within the ICO.
- Provide inspiration and direction to a community of programme and project management practitioners and to the ICO's network of change and transformation ambassadors and champions.
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- Seeking continuous improvement in all areas of responsibility and acting as a catalyst for continuous improvement and innovation across the organisation
- Play a significant role in the leadership of the ICO and all relevant corporate initiatives, taking personal responsibility for ad hoc tasks agreed with the DCEO and wider Executive Team.

- Representing the Commissioner/ICO and providing regulatory transformation, strategy and delivery insight at high profile events such as those involving government departments, key stakeholders, parliamentary committees, international bodies and occasionally, the media.

## PERSON SPECIFICATION

	<b>Criteria</b>
Education and Qualifications	Degree or relevant professional qualification or equivalent.
Work Experience	<p>A track record (with 5+ years' experience at a senior level within public, private or third sectors) of successful strategic leadership with evidence of strategic planning, risk management and delivery of high quality outcomes.</p> <p>Experience of leading significant, organisational wide change projects from concept to sign off incorporating extensive procurement activity.</p> <p>A good understanding of IT and its application to a business environment.</p> <p>Experience of financial planning and budget management.</p> <p>Experience of writing business cases relating to major initiatives.</p>

<p>Knowledge, skills and ability</p>	<p>A strong commitment to upholding the independence and impartiality of the Commissioner’s office and a demonstrable empathy towards the ICO’s key purposes.</p> <p>Excellent analytical skills, including the ability to interpret financial and statistical information to produce business forecasts and plan activity.</p> <p>The ability to exercise sound judgement in ambiguous or controversial circumstances.</p> <p>Understanding of the principles of good regulation and excellent public service and their practical application.</p> <p>Appreciation of the impact of new and emerging information technologies coupled with keen awareness of “digital economy” developments and issues.</p> <p>A good track record in managing teams and delivering organisational change to get results. Up to date knowledge of modern change and transformation methodologies, government standards and best practice.</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework. Knowledge of corporate governance management.</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate.</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change at a strategic level.</p>
<p>Characteristics</p>	<p>Ability to identify opportunities, assess risks and exercise sound judgement in relation to policy and organisational issues.</p> <p>Commercially and politically aware with the ability to understand the impact of external factors on the work of the ICO.</p>

	<p>Strong written, verbal and communications skills, directed in particular at negotiating with and influencing a wide range of stakeholders.</p> <p>Positive "can do" attitude. Flexibility, adaptability and resilience under pressure.</p> <p>Sustained experience of finding solutions to diverse problems.</p> <p>Strong team player - good at motivating and leading by example.</p>
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## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Director of Corporate Strategy and Planning Service

**REPORTS TO:** Deputy Chief Executive Officer

**SALARY:** Level G2

**HOURS:** 37 per week

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's directorate is responsible for ensuring the ICO's resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our communications and our risk and governance activities.

The functions in the directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the Deputy Chief Executive Officer, the Director of Corporate Affairs and Governance provides strategic leadership to departments which provide effective internal and external communications services, and ensure that the ICO's governance arrangements are robust, efficient and compliant with legal and governmental standards, whilst enhancing the management and operation of the organisation.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate

vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

The Director of Corporate Strategy and Planning also fulfils the role of Data Protection Officer (DPO). In this capacity the post holder is accountable to Management Board, regularly reporting risks or opportunities and recommending appropriate action regarding the ICO's compliance with information rights legislation direct to the Information Commissioner.

## **KEY RESPONSIBILITIES**

- Provide senior management oversight of the ICO's Private Office, providing support to the Information Commissioner, the Senior Leadership Team, all ICO governance committees and maintaining effective relationships with external and internal stakeholders.
- Ensure that the ICO's Risk and Governance function managed effectively and ensure the efficient operation of the organisation in a manner that complies with internal and external standards.
- As the ICO's Data Protection Officer:
  - embed appropriate strategies, policies and procedures to maintain standards of good practice and compliance for the ICO's processing of personal information
  - be accountable to the Management Board for the ICO's processing of personal information, regularly reporting risks or opportunities and recommending appropriate actions direct to the Information Commissioner
  - Fulfil the tasks of the data protection officer set out at Article 39 GDPR, including:
    - Informing and advising the ICO and its employees of their data protection obligations
    - Monitoring compliance with our data protection obligations and with our own policies in relation to the protection of personal data, including assignment of responsibilities,

awareness-raising and training of staff involved in process operations, and the related audits;

- Providing advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35 GDPR
  - Cooperate with the ICO in its capacity as the supervisory authority
  - Act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter.
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- Work with department heads within the directorate to create long and short term strategic business plans and budgets, ensuring that they are joined up and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
  - Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
  - Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
  - Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
  - Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
  - Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
  - Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Chief Executive Officer, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications are desirable.</p>	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of service delivery ideally in a regulated or wider public sector environment.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/ interview</p>

	governance, risk and communications disciplines.	
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Understanding of business model and constitution relating to engagement with Government and outside bodies.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence</p>	<p>Interview / test</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p>

	<p>opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>
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Please note that post holders 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.

Version	Changes made	Date	Made By
0.1	First version	December 2020	JG
1.0	Published – sent to HR for filing	January 2021	KH

<b>Document name</b>	Director of Corporate Communications JD
<b>Author/Owner (name and job title)</b>	DCEO
<b>Department/Team</b>	Corporate Comms
<b>Document Status (draft, published or superseded)</b>	Published
<b>Version Number</b>	1.0
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<b>Approver (if applicable)</b>	KH
<b>Review by</b>	
<b>Distribution (internal or external)</b>	External



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Corporate Communications**

**REPORTS TO: Deputy Chief Executive Officer**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's Executive Directorate is responsible for ensuring the ICO's resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our communications and our risk and governance activities and infrastructure.

The functions in the directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the Deputy Chief Executive Officer, the Director of Corporate Communications provides strategic leadership to departments which provide a range of modern and effective external communications and engagement services.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

### **KEY RESPONSIBILITIES**

- Provide senior management oversight of the ICO's communications departments, ensuring they are led to provide incisive, clear and effective communications to external,

audiences, stakeholders and partners which enhance the reputation of the ICO and the awareness of information rights.

- Provide direct strategic communications advice and support to the ICO's Executive Team, including the Information Commissioner. This may include 'on call' out of hours support as the point of senior level escalation for the ICO's Press Office.

Work with department heads within the directorate to create long and short term strategic business plans and budgets, ensuring that they are joined up and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.

- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Develop and enhance strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Overall responsibility for building effective public relationships, cultivating and enhancing meaningful relationships with a range of stakeholders, particularly the media.
- Leading a strategic approach to engagement for the organisation, through the Communications and Engagement Board.
- Identify emerging challenges and opportunities for the ICO and work with the Executive Team and Senior Leadership Team to define and develop communication strategies to support or mitigate them.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.

- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner, including as a regular senior media spokesperson for the ICO when required.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Chief Executive Officer, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed

in line with legal requirements including data protection legislation, ICO standards and procedures.

- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications are desirable.</p>	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of service delivery ideally in a regulated or wider public sector environment.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p>

	<p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in communications disciplines.</p>	<p>Interview</p> <p>Application form/ interview</p>
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Understanding of business model and constitution relating to engagement with Government and outside bodies.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p>	<p>Interview / test</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p>

	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview
	Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ test

Please note that post holders 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.



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Director of Cybersecurity Regulation

**REPORTS TO:** Chief Regulatory Officer

**SALARY:** Level G2

**HOURS:** 37 per week

### **PURPOSE OF POST**

Reporting to the Deputy Commissioner, this role will be the subject matter expert who will act as the focal point for all information and cyber security related regulatory activity across the ICO.

The role will coordinate information and cybersecurity activity performed across the ICO's regulatory remit, ensuring that objectives are met, and regulatory obligations are delivered.

Providing senior level support to the CRO and leadership of a small team or regulatory project specialists, the post holder directs the activities of their directorate to achieve the ICO's strategic objectives.

The Director of Cybersecurity will develop and own a strategic plan for information and cybersecurity. The strategy will define appropriate expected standards of cybersecurity within regulated organisations and be used to enhance the ICO's regulatory activity.

Leading the continuous development and uplift in cybersecurity capability across the ICO, through an appropriate operating model, to ensure that it has the resources and skills in place to perform its regulatory function and is prepared for future developments in this discipline.

The role will sponsor and be responsible for change programmes within the ICO related to cybersecurity activity.

### **Key Responsibilities**

Oversees the work of the ICO's regulatory Cybersecurity directorate, leading and coordinating regulatory cybersecurity activity across the ICO

Taking responsibility and accountability for the development and delivery of a cybersecurity strategy and operating model supporting the strategic priorities of the Regulatory Supervision Service.



Oversee the delivery of Cybersecurity regulation and the delivery of cybersecurity guidance, advice and external messaging, ensuring a clear and collaborative approach across the organisation.

Maximise resource efficiency across the directorates in the division and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.

Develop strong working relationships with national and international stakeholders, engaging with high profile stakeholders on key strategic issues for the ICO.

Support the CRO in managing strategic regulatory relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes in relation to the Cybersecurity strategy.

Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.

Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.

Working collaboratively with colleagues across the ICO and other relevant stakeholders to build Cybersecurity career pathways and a Cybersecurity profession within the ICO.

Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.

## **PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	A relevant degree, post graduate degree or associated information and cybersecurity qualifications (MSc, CISSP, ISEB, CISM)	Application form/certificates

	Member of relevant professional body (for example, CIISec, ISC2, ISEB)	
<b>Work Experience</b>	<p>Substantial experience in a cybersecurity leadership role</p> <p>Substantial relevant experience working with or within regulatory environments</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of interpreting and applying complex legislation.</p> <p>Experience of leading and implementing improvements to process.</p> <p>Experience of the management and deployment of resources, including budgets.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Knowledge, skills and ability.</b>	<p>In depth knowledge of cybersecurity legislation, best practice and process</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Inclusive and supportive staff leadership skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p>	<p>Interview / test</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p>

	Ability to seek out, manage and influence opportunities for continuous improvement and change	Application form/ Interview / Presentation
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Please note that post holders for this role will be required to receive security clearance to DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Data Protection Complaints and Compliance**

**REPORTS TO: Deputy Commissioner - Operations**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Operations executive directorate is led by the Deputy Commissioner – Operations and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the Deputy Commissioner – Operations, the Director of Data Protection Complaints and Compliance provides strategic leadership to the function that manages and process all cases relating to Data Protection and related legislation.

This is a high volume processing function which examines and adjudicates on a large number of cases, comparing what happened in practice with best practice and legislation and, when necessary, issuing a decision on what redress should be made. The teams will also detect and circulate patterns and trends for further examination and will undertake enforcement action against organisations with repeated poor practice on their information rights obligations.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Lead a high volume adjudication function which maintains high standards of customer service, in relation to cases involving Data Protection and related legislation.
- Identify those cases which are of broader strategic significance and disseminate this information to other appropriate stakeholders in ICO.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the teams within this department to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.

- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Deputy Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner - Operations, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Regular national and international travel will be a feature of the role
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications in law or information rights legislation are desirable but not essential.</p>	Application form/certificates

<p><b>Work Experience</b></p>	<p>Substantial experience relevant to the role including experience of leading teams of adjudicators. OR Experience at a senior level running a high volume customer complaints function</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of interpreting and applying complex legislation.</p> <p>Experience of leading and implementing improvements to process.</p> <p>Experience of the management and deployment of resources, including budgets.</p>	<p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application/ Interview</p>
<p><b>Knowledge, skills and ability.</b></p>	<p>Excellent analytical skills.</p> <p>Strong knowledge of public law and consumer or data protection legislation</p> <p>Excellent written and verbal communication,</p>	<p>Interview / test</p> <p>Interview</p> <p>Interview</p>

	negotiation and presentation skills	
	Inclusive and supportive staff leadership skills	Application form / Interview
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form/ Interview / Presentation
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Application form/ interview/ test

Please note that post holders 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.



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Digital, IT and Customer Services**

**REPORTS TO: Deputy Chief Executive Officer**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's directorate is responsible for ensuring the ICO's resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our communications and our risk and governance activities.

The functions in the directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the Deputy Chief Executive Officer, the Director of Digital, IT and Customer Services provides strategic leadership to the departments which provide digital / IT services and architecture within the organisation, and customer services to the public which include both human and digital interfaces.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

### **KEY RESPONSIBILITIES**

- Provide strategic leadership to departments which have responsibility for; Digital and IT Services; Digital and IT Architecture; Cyber Security; and Customer Services.

- Ensure that the ICO has sufficient cyber security measures in place which protect organisational systems and minimise vulnerability to external threats in line with industry standards and as expected of the UK's information rights regulator.
- Oversee digital development and system architecture to provide the organisation with systems which are efficient, secure and maximise business benefits.
- Ensure that ICO customers are provided with services which anticipate and respond to their needs, are accessible and reflect best practice in the regulatory sector.
- Work with department heads within the directorate to create long and short term strategic business plans and budgets, ensuring that they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Chief Executive Officer, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## **PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
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<p><b>Education and Qualifications</b></p>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Professional qualifications are desirable</p>	<p>Application form/certificates</p>
<p><b>Work Experience</b></p>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off. With strong governance across projects, change and transformation.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of service delivery ideally in a regulated or wider public sector environment.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in digital, IT and customer facing disciplines.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/ interview</p>

	Experience of a secure cloud based service, IT governance and cyber security.	Application form/ interview
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> <p>Experience of analysing complex</p>	<p>Interview / test</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p>

	operational / statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ test
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Please note that post holders 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Chief Economist**

**REPORTS TO: Deputy Commissioner Supervision (Chief  
Regulatory Officer)**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

To lead and shape the Information Commissioner's Office's (ICO) economic analysis, research, and insight Directorate. This is a new role, offering the opportunity to lead the establishment of the Office of The Chief Economist at the ICO and design the strategic blueprint for delivering robust economic advice across the range of legislation the ICO oversees.

The Chief Economist will drive and oversee the delivery of the functions which provide economic analysis, research and trend reporting to support delivery of the ICO's work.

As an advisor to the Executive Team the Chief Economist will provide high level risk-based advice to the Commissioner, and ICO Management Board on high priority projects and cases that have longer term impacts for the effective regulation of data protection. The post holder will be a recognised economic expert and will ensure that the ICO is aware of new economic thinking being considered elsewhere (academia, other regulators and data protection authorities, government, think tanks) and where necessary embedding these into our economic processes and thinking.

As Head of the ICO's Economist Profession, the Chief Economist will provide leadership to all the ICO's analysts and economists professionals, ensuring policies have a sound economic foundation and deliver a real, long term impact. With the long-term aim to build an economic centre of excellence within the ICO, crafting a strategy to position the ICO to be an employer of choice for the years to come.

## **KEY RESPONSIBILITIES**

- Lead, promote and embed the discipline of economics and analytical rigour within the ICO – emphasising and enabling its role as an evidence-based regulator.
- Provide an evidential basis to ensure analytical coherence in ICO strategy formulation, delivery, and evaluation. Take a leadership role on challenging and high priority projects and cases, ensuring that the economic foundations of our decisions are robust and evidenced.
- To defend analysis when challenged in an adversarial setting.
- Provide counsel and thought leadership to the ET and the Board on economic matters.
- Act as the 'Head of Profession' for all economists and analysts within the ICO's regulatory divisions, manage and deploy the ICO's economic resources and promote diverse recruitment and professional development.
- Maintain an external profile, demonstrating expert thought leadership and recognised credibility for the ICO on economic and regulatory matters. Maintain and further develop stakeholder relationships across government, the economics community in think tanks and academia as well as with critical partners such as the Competition & Markets Authority, OFCOM, HMT, Bank of England and remain up to date on the latest academic thinking and where appropriate, influencing its development.
- Develop the ICO's capability to assess and review the impact of ICO interventions on business and markets and ensure this is used to inform ICO strategy and regulatory focus areas.
- Develop ways for the ICO to further exploit and make better use of the data it holds as a way to improve understanding of those the ICO regulates and inform our definitions of the value of data and the point in which accumulated data can lead to market power and diminished privacy protections.
- Provide in depth economic analysis and opinion regarding high priority cases, changes to the law and evolving market trends.



## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	a degree in economics and/or a post-graduate qualification (MSc or PhD)	Application form/certificates
<b>Work Experience</b>	<p>Strong analytical ability and experience of economic research</p> <p>Experience of leading and motivating large teams, including those with a mix of technical skills and responsibilities.</p> <p>A proven track record of contributing to relevant economic issues and debates with other regulators, governments, or professional bodies</p>	<p>Application form / Interview</p> <p>Application form/ Interview</p> <p>Application form</p>
<b>Knowledge, skills, and ability.</b>	<p>Strong technical economic skills and experience in conceptualising and delivering research in economics</p> <p>Ability to provide timely and clear economic advice and provide possible solutions or response to complex problems.</p> <p>Strong leadership and management skills; a proven ability to lead,</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p>

	<p>motivate and inspire multidisciplinary teams as well as willingness to tackle performance issues and seek innovations and improvements to build a diverse and high performing team</p>	<p>Application form / Interview</p>
	<p>Evidence of outstanding judgement in economic analysis and policy making in complex and fast-moving environments.</p>	<p>Application form / Interview</p>
	<p>Ability to build effective relationships including with the most senior stakeholders based on mutual respect and appreciation and to use these to deliver tangible results.</p>	<p>Application form/ Interview</p>
	<p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political, and organisational framework and the UK policy making processes.</p>	<p>Application form/ Interview</p>
	<p>Excellent communication, skills, and proven ability to communicate convincingly and with authority to a diverse range of stakeholders</p>	<p>Application form/ Interview</p>

	<p>and articulate technical information in a simple and digestible fashion.</p> <p>Excellent drafting skills and the ability to review the written work of others, often to tight deadlines.</p>	<p>Application form/ Interview</p>
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Please note that post holders 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 considered, any such information will not necessarily prevent you from obtaining a security clearance.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Director of Finance

**REPORTS TO:** Deputy Chief Executive (Chief Operating Officer)

**SALARY:** Level G2

**HOURS:** 37 per week

### **PURPOSE OF POST**

The Chief Operating Officer's directorates are responsible for ensuring the administrative leadership and performance of the ICO remains fit for purpose and in line with the standards expected of a modern regulator and large employer.

This means the ICO's capacity and capability continues to evolve to deliver the organisation's short, medium and long term strategic objectives and the culture of the ICO develops to support the dynamic delivery of complex regulatory services in line with clear risk appetite and high standards of professional conduct.

Reporting to the Chief Operating Officer, the Director of Finance is responsible for ensuring all aspects of the ICO's financial and physical infrastructure, controls and planning support the organisation to deliver its strategic objectives whilst managing its resources effectively and in full compliance with public sector rules and standards.

The post holder primarily achieves this by providing strategic direction and leadership to the ICO's Finance, Facilities and Procurement departments whilst supporting and collaborating closely with other ICO leaders as a member of the Senior Leadership Team to ensure the organisation is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the ICO as an eminent regulator and public service provider.

### **KEY RESPONSIBILITIES**

- Provide strategic direction and leadership to departments which have responsibility for Finance, Facilities and Procurement.

- Provide strong governance and advice to committees within the directorate's remit, including Remuneration and Audit & Risk Committees, as required.
- Provide senior oversight of matters which have significant financial impact, including all ICO financial controls, salary and infrastructure expenditure as well as compliance with financial regulations and applicable standards.
- Liaise with senior officials from other organisations regarding matters within the directorate's remit.
- Work with department heads within the directorate to create long and short term strategic business plans and budgets, ensuring that they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Provide advice and support to Heads of Department and other staff in the directorate, providing challenge and technical input where appropriate.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required. Ensure service user satisfaction is measured and secure improvements where appropriate.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Chief Operating Officer, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or work experience demonstrating graduate level ability  Relevant professional qualification in finance, is essential	Application form/certificates

<b>Work Experience</b>	Substantial experience relevant to the role, including experience of leading people managers.	Application form / Interview
	Experience of leading significant change projects from concept to sign off.	Application form / Interview
	Substantial experience related to the delivery of services in finance and estates related disciplines.	Applications form / Interview
	Public sector finance and procurement experience is essential.	Application form / Interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form / interview
	Experience of service delivery ideally in a regulated or wider public sector environment.	Interview
	Experience of the management and deployment of resources, including budgets.	Interview



<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Experience of overseeing the management of an estates portfolio, to meet short, medium and long term strategic organisational development objectives.	Application form / Interview
	Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans.	Application form / interview
	Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form/ Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview

Please note that post holders 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Director of Freedom of Information and Transparency

**REPORTS TO:** Deputy Commissioner (Chief Regulatory Officer)

**SALARY:** Level G2

**HOURS:** 37 per week

### **PURPOSE OF POST**

The Regulatory Supervision executive directorate is led by the Deputy Commissioner and Chief Regulatory Officer and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the Deputy Commissioner – Operations, the Director of Freedom of Information and Transparency provides strategic leadership to departments that manage and process all cases relating to Freedom of Information, Environmental Information Regulations and Re-use of Public Sector Information Regulations against public authorities.

The Director of Freedom of Information and Transparency will help contribute to increasing the capacity and understanding of public bodies to comply with relevant legislation. This will take the form of ensuring complaints from the public are managed efficiently; ensuring the Act is publicised; informing public bodies about how they can most effectively comply with it; and owning improvement plans across the sector. This Director will also oversee the FOI appeals process within the ICO.

The ICO also plays a significant leadership role in the international information rights community and the post holder will represent the office at national and international level.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Lead an effective and consistent service for dealing with complaints and appeals involving Freedom of Information and related legislation, maintaining high standards of customer service.
- Influence public bodies to improve their compliance with Freedom of Information legislation.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the teams within this department to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and

development and identifies and acts where capabilities need to be improved.

- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Deputy Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Regular national and international travel will be a feature of the role.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## **PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or work experience demonstrating graduate level ability	Application form/certificates

	Relevant professional qualifications in law or information rights legislation are desirable.	
<b>Work Experience</b>	Substantial experience relevant to the role, including experience of leading teams of adjudicators.	Application form / Interview
	Experience in raising standards among an external stakeholder community	Application form / Interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
	Experience of interpreting and applying complex legislation.	Interview
	Experience of leading and implementing improvements to process.	Interview
	Experience of the management and deployment of resources, including budgets.	Application/Interview
<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Strong knowledge of public law and consumer or data protection legislation	Interview

	Excellent written and verbal communication, negotiation and presentation skills	Interview / test
	Inclusive and supportive staff leadership skills	Application form / Interview
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form/ Interview / Presentation
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Application form/ interview/ test

Please note that post holders for this role will be required to receive security clearance to DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Investigations**

**REPORTS TO: Deputy Commissioner – Regulatory Supervision**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Regulatory Supervision executive directorate is led by the Deputy Commissioner and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the Deputy Commissioner, the Director of Investigations provides strategic leadership to the departments which undertake civil and criminal investigations on behalf of the ICO.

The postholder will develop and lead the implementation of the ICO's Enforcement strategy, ensuring that action is taken which is effective, proportionate and enhances compliant privacy and information rights practice by organisations. The role entails significant partnership working with national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.



## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective investigation and enforcement function covering both criminal and civil investigations.
- Ensure proper governance, quality and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Ensure that enforcement action is taken forward in a manner which is proportionate, encourages complaint information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross jurisdiction investigations and enforcement action.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

- Promote team working, knowledge sharing and resource co-ordination across directorate functions and PACE projects, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Deputy Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner – , maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Regular national and international travel will be a feature of the role.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Substantial experience relevant to the role requirements, as described in the role responsibilities and person specification, and accumulated through any combination of academic or vocational qualifications or experience.	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading teams of investigators.</p> <p>Credible experience of personally leading high profile investigations of national significance</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of interpreting and applying complex legislation.</p> <p>Experience of leading and implementing improvements to process.</p> <p>Experience of the management and deployment of</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	resources, including budgets.	
<b>Knowledge, skills and ability.</b>	Excellent analytical skills including data analytics.	Interview / test
	Deep familiarity with the national intelligence and investigation model (or similar)	Interview
	Knowledge of effective investigation governance	Interview
	Familiarity with the requirements of high-tech investigations	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form/ Interview / Presentation
	Inclusive and supportive staff leadership skills	Application form / Interview
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Application form/ interview/ test

Please note that post holders for this role will be required to receive security clearance to DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of ICO Legal Service**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

Reporting to, and supporting, the General Counsel, the Director of Legal Service role works with fellow Legal Directors to provide strategic leadership to the legal teams which lead civil and criminal enforcement action on behalf of the ICO, and deal with around 300 Freedom of Information Act appeals at the Tribunal.

The postholder will work closely with operational Directors to develop and implement the ICO's Enforcement strategy, ensuring that action is taken which is effective, proportionate and enhances compliant privacy and information rights practice by organisations. The role entails significant partnership working with national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their remit to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed, and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers both criminal and civil matters, ensuring that lawyers are well managed.
- Ensure that enforcement action and appeal cases are taken forward in a manner which is robust, proportionate, encourages compliant information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Work with relevant department heads to create long- and short-term strategic business plans and budgets, ensuring that they are joined up across the operations division and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide high-quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals, including assessing circumstances where cases should be referred to Counsel.
- Ensure proper governance, quality, and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross-jurisdiction investigations and enforcement action.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.

- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Operations Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committee's, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, General Counsel or other senior staff members, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.



- Undertake some travel across the UK and EU to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

### PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England & Wales.	Application form/certificates
<b>Work Experience</b>	Substantial experience in a senior legal position.	Application form / Interview
	Experience of advising on complex strategic projects.	Application form / Interview
	Experience of handling complex litigation cases	Application form/ interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
	Experience of working in a heavily regulated sector is desirable.	Interview

	Experience of the management and deployment of resources, including budgets.	Interview
<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation	Interview
	Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework	Application form / Interview
	Ability to manage and supervise legal staff.	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form/ Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous	Interview

	<p>improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>
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Please note that post holders for this role may be required to receive security clearance to SC or DV level. Applicants will be asked to provide cover letter of 2 pages outlining how they meet the essential/desirable requirements. 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Litigation**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Director of Litigation will be responsible for overseeing, in close co-operation with the ICO's data protection lawyers and fellow Legal Directors, all contentious work at the ICO, including for example appeals against ICO enforcement decisions under data protection laws, interventions before the courts including the Court of Appeal and Supreme Court and Freedom of Information Act appeals at the Information Tribunal.

Reporting to, and supporting, the General Counsel the Director of Legal Services (Litigation) works with fellow Legal Directors to provide strategic leadership to the legal teams which lead civil and criminal enforcement action on behalf of the ICO and deal with contentious work such as around 300 Freedom of Information Act appeals at the Tribunal.

The postholder will work closely with ICO data protection lawyers and Directors to develop and implement the ICO's Litigation and Enforcement strategy, ensuring that action is taken which is legally robust, effective, proportionate and enhances compliant privacy and information rights practice by organisations.

The role entails significant partnership working with Counsel, national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their jurisdiction to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate

vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers contentious work and operates in close co-operation with ICO data protection lawyers and fellow Legal Directors, ensuring that lawyers are well supported managed and, ensure that the ICO's work is legally robust.
- Ensure that appeals cases are taken forward in a manner which is robust, proportionate, encourages compliant information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the operations division and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide high quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals, including assessing circumstances where cases should be referred to Counsel.
- Ensure proper governance, quality and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross jurisdiction investigations and enforcement action.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.

- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Operations Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.

- Support, and where necessary deputise for, the Deputy Commissioner – Operations or other senior managers, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England & Wales.	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience in a senior legal position.</p> <p>Experience of advising on complex strategic projects.</p> <p>Experience of handling complex litigation cases</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of working in a heavily regulated sector is desirable.</p> <p>Experience of the management and deployment of</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p>

	resources, including budgets.	
<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation	Interview
	Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework	Application form / Interview
	Ability to manage and supervise legal staff.	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form / Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview



	Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ test
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Please note that post holders for this role may be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Legal Services (Policy and Commercial)**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's directorate is responsible for the ICO's corporate strategy and planning, ensuring resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our Legal Services, our communications and our risk and governance activities.

The functions in the Executive Directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the General Counsel, the Director of Legal Services (Policy and Commercial) provides strategic leadership to the legal teams which provide information rights legal policy advice to the organisation and which oversee the organisations procurement and management of commercial contracts with suppliers, stakeholders and other third parties.

The postholder will work closely with other Directors to develop and implement the ICO's policy and commercial strategies, ensuring that legal advice is provided that enhances the work of the ICO, and the contractual arrangements improve our efficiency and compliance with legislative requirements.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their jurisdiction to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate

vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers both policy and commercial matters, ensuring that lawyers are well managed and, where appropriate, acting as a Head of Legal Profession.
- Ensure that policy advice is provided in a manner which is robust, proportionate, and manages risk appropriately.
- Ensure that commercial legal work is completed in a way which is compliant with legislative requirements, manages risk, achieves efficiency and obtains value for money for the ICO.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the rest of the Executive Directorate and contribute to the achievement of the ICO's goals by making the relevant connections throughout the wider ICO.
- Provide high quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals including assessing circumstances where cases should be referred to Counsel.
- In collaboration with the Director of Legal Services (Regulatory Enforcement) ensure ICO in house legal resources work within a framework which promotes continuous professional development, are motivated and supported to provide the highest possible standards of service.
- Develop and implement national and international partnerships with regulatory bodies and data protection authorities to achieve effective and consistent cross jurisdiction policy interpretation.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.

- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.

- Support, and where necessary deputise for, the Deputy Commissioner – Operations or other senior managers, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Undertake some travel across the UK to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England &amp; Wales.</p> <p>Current practising certificate from the Law Society or Bar Council which has been held continuously for at least the last five years.</p>	Application form/certificates
<b>Work Experience</b>	Substantial experience in a senior legal position.	<p>Application form / Interview</p> <p>Application form / Interview</p>

	<p>Experience of advising on complex strategic projects.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of working in a heavily regulated sector.</p> <p>Experience of the management and deployment of resources, including budgets.</p>	<p>Application form/ interview</p> <p>Interview</p> <p>Interview</p>
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Ability to manage and supervise legal staff.</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p>	<p>Interview / test</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p>

	<p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p>	<p>Application form / Interview</p>
	<p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p>	<p>Interview</p>
	<p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>

Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Legal Services (Regulatory Enforcement)**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Operations executive directorate is led by the Deputy Commissioner – Operations and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the General Counsel –the Director of Legal Services (Regulatory Enforcement) provides strategic leadership to the legal teams which lead civil and criminal enforcement action on behalf of the ICO and deal with around 300 Freedom of Information Act appeals at the Information Tribunal.

The postholder will work closely with operational Directors to develop and implement the ICO's Enforcement strategy, ensuring that action is taken which is effective, proportionate and enhances compliant privacy and information rights practice by organisations. The role entails significant partnership working with national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their jurisdiction to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.



## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers both criminal and civil matters, ensuring that lawyers are well managed and, where appropriate, acting as a Head of Legal Profession.
- Ensure that enforcement action and appeals cases are taken forward in a manner which is robust, proportionate, encourages compliant information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the operations division and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide high quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals, including assessing circumstances where cases should be referred to Counsel.
- Ensure proper governance, quality and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross jurisdiction investigations and enforcement action.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.

- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Operations Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner – Operations or other senior managers, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.

- Undertake some travel across the UK and EU to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

### PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England & Wales.	Application form/certificates
<b>Work Experience</b>	Substantial experience in a senior legal position.	Application form / Interview
	Experience of advising on complex strategic projects.	Application form / Interview
	Experience of handling complex litigation cases	Application form/ interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
		Interview

	<p>Experience of working in a heavily regulated sector is desirable.</p> <p>Experience of the management and deployment of resources, including budgets.</p>	<p>Interview</p>
<p><b>Knowledge, skills and ability.</b></p>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Ability to manage and supervise legal staff.</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence</p>	<p>Interview / test</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p>

	<p>opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>
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Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Legal Services (Regulatory Enforcement)**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Operations executive directorate is led by the Deputy Commissioner – Operations and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the General Counsel –the Director of Legal Services (Regulatory Enforcement) provides strategic leadership to the legal teams which lead civil and criminal enforcement action on behalf of the ICO and deal with around 300 Freedom of Information Act appeals at the Information Tribunal.

The postholder will work closely with operational Directors to develop and implement the ICO's Enforcement strategy, ensuring that action is taken which is effective, proportionate and enhances compliant privacy and information rights practice by organisations. The role entails significant partnership working with national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their jurisdiction to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers both criminal and civil matters, ensuring that lawyers are well managed and, where appropriate, acting as a Head of Legal Profession.
- Ensure that enforcement action and appeals cases are taken forward in a manner which is robust, proportionate, encourages compliant information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the operations division and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide high quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals, including assessing circumstances where cases should be referred to Counsel.
- Ensure proper governance, quality and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross jurisdiction investigations and enforcement action.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.

- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Operations Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner – Operations or other senior managers, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.



- Undertake some travel across the UK and EU to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

### PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England & Wales.	Application form/certificates
<b>Work Experience</b>	Substantial experience in a senior legal position.	Application form / Interview
	Experience of advising on complex strategic projects.	Application form / Interview
	Experience of handling complex litigation cases	Application form/ interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
		Interview

	<p>Experience of working in a heavily regulated sector is desirable.</p> <p>Experience of the management and deployment of resources, including budgets.</p>	<p>Interview</p>
<p><b>Knowledge, skills and ability.</b></p>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Ability to manage and supervise legal staff.</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence</p>	<p>Interview / test</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p>

	<p>opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>
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Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of People and Workforce Planning**

**REPORTS TO: Deputy Chief Executive (Chief Operating Officer)**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Chief Operating Officer's directorates are responsible for ensuring the administrative leadership and performance of the ICO remains fit for purpose and in line with the standards expected of a modern regulator, public body and large employer.

This means the ICO's capacity and capability continues to evolve to deliver the organisation's short, medium and long term strategic objectives and the culture of the ICO develops to support the dynamic delivery of complex regulatory services in line with clear risk appetite and high standards of professional conduct.

Reporting to the Chief Operating Officer, the Director of People and Workforce Planning is responsible for ensuring all aspects of the ICO's workforce capacity, capability, controls and planning support the organisation to deliver its strategic objectives whilst managing its resources effectively and in full compliance with public sector rules and standards.

The post holder primarily achieves this by providing strategic direction and leadership to the ICO's People and Workforce Planning departments whilst supporting and collaborating closely with other ICO leaders as a member of the Senior Leadership Team to ensure the organisation is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the ICO as an eminent regulator and public service provider.

### **KEY RESPONSIBILITIES**

- Provide strategic direction and leadership to departments which have responsibility for People; Learning and Development and Workforce and Planning services.

- Ensure the ICO's people policies and procedures remain proportionate and fit for purpose and provide the basis for a strong compliance culture and the ICO's continued development as a modern public sector employer.
- Ensure short, medium and long term workforce plans provide the ICO with the capacity and capability needed to achieve its strategic objectives and that working culture remains aligned with the organisation's vision, values and risk appetite.
- Champion diversity, equality and inclusion across the ICO and secure support of the senior leadership team to delivering improvements across the organisation.
- Provide strong governance and advice to committees within the directorate's remit, including Resources, Nominations, Remuneration and Audit & Risk Committees, as required.
- Lead the relationships with the ICO's recognised trade unions and other staff forums, ensuring that communications are clear and consultation is conducted in the spirit of enabling the continued development and success of the ICO in conjunction with its employees.
- Work with department heads within the directorate to ensure people planning and management are of the highest standard and consistent across the organisation.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.

- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Chief Executive, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or work experience demonstrating graduate level ability  CIPD professional qualification or equivalent is essential	Application form/certificates

<b>Work Experience</b>	Substantial experience relevant to the role, including experience of leading people managers.	Application form / Interview
	Experience of leading significant change projects from concept to sign off.	Application form / Interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
	Substantial experience related to the delivery of services in HR and Workforce Planning disciplines.	Application form / Interview
	Demonstrable experience of responding to the challenge of improving diversity, equality and inclusion in an organisation.	Application form / Interview
	Experience of service delivery ideally in a regulated or wider public sector environment.	Interview
	Experience of the management and deployment of resources, including budgets.	Interview
	Demonstrable experience of leading discussions with Trade Unions of behalf of an organisation.	Application/interview



<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form/ Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview
	Experience of analysing complex HR and workforce statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ test

Please note that post holders 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Regulatory Assurance**

**REPORTS TO: Deputy Commissioner - Operations**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Operations executive directorate is led by the Deputy Commissioner – Operations and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the Deputy Commissioner – Operations, the Director of Regulatory Assurance provides strategic leadership to departments which enact the ICO's role to support data controllers' compliance with legislation and the development of their processes to help them achieve compliance.

Providing senior level support and leadership, the post holder directs the activities of two functions within their directorate to achieve the ICO's strategic objectives and seeks opportunities to achieve synergies which enhance productivity and the quality of public services. One area is focussed on the provision of external audit-type activity, ensuring that data is transferred by UK organisations in an appropriate and GDPR-compliant manner.

The other area will run a certification function and lead on our good practice activity, including development of codes of conduct, advisory work and Guidance. As part of this activity it will manage a "regulatory sandbox" to act as a forum for discussion between the ICO and the broader UK public and private sector to ensure that data and privacy regulation supports innovation and encourages privacy by design considerations.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an audit function to ensure that international rules on the movement of data are followed within the UK. This audit function will cover a wide range of organisations in both the public and private sector.
- Ensure that an effective audit programme is designed and delivered, encompassing areas of risk as well as new and arising issues.
- Produce recommendations, guidance and a code of best practice around the transfer of data.
- Award a certification “kite marks” in an effective manner for compliant organisations.
- Facilitate discussion with external stakeholders to ensure that the ICO’s regulatory stance remains consistent and proportionate and does not unduly constrain innovation.
- Ensure the ICO’s regulatory approach is informed by international best practice.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO’s strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO’s objectives.
- Take responsibility and be accountable for achieving the ICO’s strategic priorities, translating these into clear and deliverable objectives for the teams within this department to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.

- Provide advice and support to Heads of Team in the department, providing challenge and technical input where appropriate.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Deputy Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner - Operations, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Regular national and international travel will be a feature of the role.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications in law, information rights or audit are desirable</p>	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading teams of auditors or inspectors acting in a regulatory capacity. Or senior experience in a position with legal responsibility for data protection and privacy issues</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of interpreting and applying complex legislation.</p> <p>Experience of leading and implementing improvements to process.</p> <p>Experience of the management and</p>	<p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application / Interview</p>

	deployment of resources, including budgets.	
<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test
	Strong knowledge of data protection field (or ability to quickly gain this knowledge)	Interview
	Excellent written and verbal communication, negotiation and presentation skills	Interview
	Inclusive and supportive staff leadership skills	Application form / Interview
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form/ Interview / Presentation
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview

Please note that post holders 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Regulatory Policy Projects**

**REPORTS TO: Deputy Commissioner, Regulatory Policy**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Regulatory Policy Projects Directorate is responsible for identifying, shaping and delivering the key policy objectives we aim to achieve through our strategic plan, ICO25. The Directorate takes a proactive approach to empowering people and organisations through information. Through the provision of advice and guidance it plays a leading role in giving organisations the certainty they need to use data responsibly and with confidence. It also plays a key role in identifying those areas where the misuse of personal data creates the greatest risk of harm, working with both internal and external stakeholders to address these issues.

Reporting to, and supporting, the Deputy Commissioner, Regulatory Policy, the Director of Regulatory Policy Projects provides strategic leadership to the Directorate. They guide the direction and delivery of departments with responsibility for delivering policy advice, guidance, codes and certification schemes, policy futures and market research, underpinned by an evidence based approach set out in our policy methodology. The Director of Regulatory Policy Projects also has responsibility, alongside the Deputy Commissioner, for overseeing the development of the ICO's Policy Profession and the effective running of the ICO's Policy Board.

Providing senior level support and leadership, the post holder works as part of the ICO's Senior Leadership Team to articulate and bring to life the vision set out in ICO25. They direct the activities of the multiple departments within their directorate to ensure delivery, provide expert advice and leadership on policy issues with cross-cutting relevance across the ICO, and proactively seek opportunities to achieve synergies which increase the impact of the ICO's work.



## **KEY RESPONSIBILITIES**

- Develop a programme of policy projects to support delivery of ICO25, ensuring projects are scoped and resourced effectively and deadlines are met.
- Take a proactive, flexible approach to managing work, balancing the delivery of planned projects alongside the need to respond to high priority emerging issues requiring policy input or leadership.
- Working with the Deputy Commissioner, oversee the development of the ICO's policy profession, ensuring staff have the skills and development pathways required to deliver high quality policy work in line with the ICO's policy methodology.
- Working with the Deputy Commissioner, oversee the effective working of the ICO's Policy Board, ensuring the right issues come for discussion, papers are high quality and that the policy methodology has been applied.
- Provide line management, direction and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Work with department heads to create long and short term strategic business plans and budgets, ensuring they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other areas.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Represent ICO at senior level in engagements and presentations nationally and, where relevant, internationally.

- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to support staff to understand their role in delivering ICO25, achieving staff engagement and being a visible and credible leader.
- Participate as a proactive member of the senior leadership team to provide collective leadership across the ICO. Provide appropriate challenge and support to Senior Leadership Team (SLT) and Executive Team colleagues and actively contribute to the collective effectiveness and reputation of SLT.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or equivalent experience demonstrating this level or ability	Application /certificates
<b>Work Experience</b>	Substantial experience relevant to the role, including experience of leading people managers.	Application /Interview
	Experience of leading complex programmes of policy work.	Application /Interview
	Experience of engaging and negotiating with senior external stakeholders.	Application /Interview
	Experience of working in regulation or in a heavily regulated sector.	Application /Interview
	Experience of the management and deployment of resources, including budgets.	Application /Interview
	Experience of leading and supporting teams through change	Application /Interview

<b>Knowledge, skills and ability</b>	Excellent analytical and policy-making skills.	Application /Interview
	Experience of interpreting and applying complex legislation in the context of policy development.	Interview
	Knowledge of risk and outcomes based approaches to regulation, and ability to apply this in different contexts.	Application /Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application /Interview
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Interview
	Ability to analyse and assess a wide variety of complex information and evidence to make informed decisions, balancing risks against outcomes.	Application / Interview/ Test

Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

Version	Date	Author	Change description
1.0	13/7/21		Received from KH as correct version for filing

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Risk and Governance**

**REPORTS TO: Deputy Chief Executive Officer**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's directorate is responsible for ensuring the ICO's resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our communications and our risk and governance activities.

The functions in the directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the Deputy Chief Executive Officer, the Director of Risk and Governance provides strategic leadership to departments which ensure that the ICO's governance arrangements are robust, efficient and compliant with legal and governmental standards, whilst enhancing the management and operation of the organisation.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

The Director of Risk and Governance also fulfils the role of Data Protection Officer (DPO). In this capacity the post holder is accountable to Management Board, regularly reporting risks or opportunities and recommending appropriate action regarding the ICO's compliance with information rights legislation direct to the Information Commissioner.

## **KEY RESPONSIBILITIES**

- Provide senior management oversight of the ICO's Private Office, providing support to the Information Commissioner, the Senior Leadership Team, all ICO governance committees and maintaining effective relationships with external and internal stakeholders.
- Ensure that the ICO's Risk and Governance function managed effectively and ensure the efficient operation of the organisation in a manner that complies with internal and external standards.
- As the ICO's Data Protection Officer:
  - embed appropriate strategies, policies and procedures to maintain standards of good practice and compliance for the ICO's processing of personal information
  - be accountable to the Management Board for the ICO's processing of personal information, regularly reporting risks or opportunities and recommending appropriate actions direct to the Information Commissioner
  - Fulfil the tasks of the data protection officer set out at Article 39 GDPR, including:

- Informing and advising the ICO and its employees of their data protection obligations
  - Monitoring compliance with our data protection obligations and with our own policies in relation to the protection of personal data, including assignment of responsibilities, awareness-raising and training of staff involved in process operations, and the related audits;
  - Providing advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35 GDPR
  - Cooperate with the ICO in its capacity as the supervisory authority
  - Act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter.
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- Work with department heads within the directorate to create long and short term strategic business plans and budgets, ensuring that they are joined up and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
  - Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
  - Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
  - Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
  - Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
  - Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.

- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Chief Executive Officer, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.



- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

### PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications are desirable.</p>	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p>

	<p>Experience of service delivery ideally in a regulated or wider public sector environment.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in governance, risk and communications disciplines.</p>	<p>Interview</p> <p>Interview</p> <p>Application form/ interview</p>
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Understanding of business model and constitution relating to engagement with Government and outside bodies.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and</p>	<p>Interview / test</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p>

	<p>organisational framework</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form/ interview/ test</p>
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Please note that post holders 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Strategic Policy (International and Innovation)**

**REPORTS TO: Deputy Commissioner - Policy**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Policy Executive Directorate is led by the Deputy Commissioner – Policy and aims to identify, shape and deliver key policy objectives to achieve the outcomes set out in the ICO Information Rights Strategic Plan.

The directorate takes a proactive approach to enable organisations to instinctively understand how to make the right decisions related to information rights. This is delivered through authoritative and targeted policy products including advice and guidance; domestic and international stakeholder engagement; and research, foresight and innovation. All of which is underpinned by an evidence based approach which is applied to our methodology for developing policy.

Reporting to, and supporting, the Deputy Commissioner – Policy, the Director of Strategic Policy (International and Innovation) provides strategic leadership to departments which develop and advise upon information rights policy issues in international and technological contexts, seeking promote innovation and privacy by design. This also includes responsibility for prior consultation for data protection impact assessments.

The departments engage key international stakeholders and organisations seeking to develop innovative information rights practices through the use of technology. They seek to achieve collaboration and compliance through partnership working.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure

the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Ensure that the ICO's Information Rights Strategic Plan is fully developed and implemented to enable the objectives identified for this area of work to be achieved.
- Work with department Heads of Privacy Policy Innovation; International Engagement; and Technology Policy to create long and short term strategic business plans and budgets, ensuring that they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.

- Promote team working, knowledge sharing and resource co-ordination across the Executive Policy Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Undertake some UK and international travel to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	<p>Degree or work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications are desirable</p>	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of working in a heavily regulated sector.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in a policy discipline, including technology.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p>
<b>Knowledge, skills and ability.</b>	Excellent analytical skills.	Interview / test

	Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation	Interview
	Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework	Application form / Interview
	Excellent written and verbal communication, negotiation and presentation skills	Application form/ Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application form / Interview
	Ability to seek out, manage and influence opportunities for continuous improvement and change	Interview
	Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ test



Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Strategic Policy (Parliament and Government Affairs)**

**REPORTS TO: Deputy Commissioner (Executive Director of Policy)**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Policy Executive Directorate is led by the Deputy Commissioner – Policy and aims to identify, shape and deliver key policy objectives to achieve the outcomes set out in the ICO Information Rights Strategic Plan.

The directorate takes a proactive approach to enable organisations to instinctively understand how to make the right decisions related to information rights. This is delivered through authoritative and targeted policy products including advice and guidance; domestic and international stakeholder engagement; and research, foresight and innovation. All of which is underpinned by an evidence based approach which is applied to our methodology for developing policy.

Reporting to, and supporting, the Deputy Commissioner – Policy, the Director of Strategic Policy (PGA) provides strategic policy leadership to the departments which develop and advise upon information rights policy issues, and engage with key stakeholders - parliaments, government bodies including Westminster, Northern Ireland, Scotland and Wales.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Ensure that the ICO's Information Rights Strategic Plan is fully developed and implemented to enable the objectives identified for this area of work to be achieved.
- Work with department heads of ICO Regions and Parliament and Government Affairs (Westminster) to create long and short term strategic business plans and budgets, ensuring that they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic policy priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired strategic outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across all Policy Executive Directorate functions, working with other senior ICO leaders to achieve these outcomes more widely across the ICO.

- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner - Policy, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Undertake some travel across the UK to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## **PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or	Application form/certificates

	<p>work experience demonstrating graduate level ability</p> <p>Relevant professional qualifications are desirable</p>	
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of working in a heavily regulated sector.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in a policy discipline.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p>
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with</p>	<p>Interview / test</p> <p>Interview</p>

	<p>particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, the democratic, political and organisational framework of the UK, including Westminster, Wales, Scotland and Northern Ireland</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form/ interview/ test</p>
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Please note that post holders for this role will be required to receive security clearance to SC or DV 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.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Strategic Policy (Domestic Policy)**

**REPORTS TO: Deputy Commissioner (Executive Director of Policy)**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Policy Executive Directorate is led by the Deputy Commissioner – Policy and aims to identify, shape and deliver key policy objectives to achieve the outcomes set out in the ICO Information Rights Strategic Plan.

The directorate takes a proactive approach to enable organisations to instinctively understand how to make the right decisions related to information rights. This is delivered through authoritative and targeted policy products including advice and guidance; domestic and international stakeholder engagement; and research, foresight and innovation. All of which is underpinned by an evidence based approach which is applied to our methodology for developing policy.

Reporting to, and supporting, the Deputy Commissioner – Policy, the Director of Strategic Policy (Domestic Policy) provides strategic leadership to the departments which develop external guidance and develop policy on information rights policy issues, engage with key stakeholders within the UK including the public, private and third sectors and provide an internal policy service to the ICO, including knowledge management of policy information.

Providing senior level support and leadership, the post holder directs the activities of the multiple departments within their directorate to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.



## **KEY RESPONSIBILITIES**

- Ensure that the ICO's Information Rights Strategic Plan is fully developed and implemented to enable the objectives identified for this area of work to be achieved.
- Work with department heads of Engagement and Internal Policy Advice to create long and short term strategic business plans and budgets, ensuring that they are joined up across the directorate and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide advice and support to Heads of Department in the directorate, providing challenge and technical input where appropriate.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.
- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Policy Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.

- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the Deputy Commissioner - Policy, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Undertake some travel across the UK to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.
- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## **PERSON SPECIFICATION**

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Degree or	Application form/certificates

	<p>equivalent experience demonstrating this level or ability</p> <p>Relevant professional qualifications are desirable.</p>	
<b>Work Experience</b>	<p>Substantial experience relevant to the role, including experience of leading people managers.</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of working in a heavily regulated sector.</p> <p>Experience of the management and deployment of resources, including budgets.</p> <p>Substantial experience related to the delivery of services in a policy discipline.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p>
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex</p>	<p>Interview / test</p> <p>Interview</p>

	<p>legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form/ interview/ test</p>
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into account, any such information will not necessarily prevent you from obtaining a security clearance.