

JOB TITLE: Senior Policy Officer (Seconded)
DEPARTMENT: Parliament and Government Affairs
REPORTS TO: Group Manager (Parliament)
SALARY: Level E
HOURS: 37 per week

The Parliament and Government Affairs Directorate aims to ensure the ICO is influential with those parliamentary and government stakeholders who play a key role in the ICO's area of interest. The focus is on ensuring we influence policy makers, civil society and legislators who have the most impact on information rights, making a real difference to our key strategic objectives. To do this the department focuses its effort and resources on matters that will engage parliamentary interest such as new laws or regulations, compliance of key stakeholders or scrutiny by a parliamentary committee where we have an important interest. The Parliament and Government Affairs Department currently comprises of two teams: Central Government; Police Justice and Surveillance and Parliament.

Parliament and Government Affairs is part of the Executive Policy Directorate which is responsible for the ICO's information rights policy including how we interpret the laws we enforce. It plays an important role in influencing stakeholders, writing guidance, providing internal training and making available clear and consistent lines and advice on the legislation regulated by the ICO. It deals with some of the most high profile issues of the day from compliance issues of strategic importance to major public policy issues.

The secondee will take responsibility for complex policy outputs, undertaking research and policy development and providing advice and guidance. This can also include being a primary source of contact for stakeholders often at a senior level.

KEY RESPONSIBILITIES

- Preparing complex written work, briefing documents for senior management, responses to Parliamentary inquiries, consultations, preparation for select committee appearances, responses to consultations and reports for senior audiences as necessary within the organisation. To represent the ICO at selected events, including speaking engagements and meetings with internal and external stakeholders at senior levels, leading and influencing their thinking and policy developments.
- To contribute to internal and external research, leading as appropriate.
- Proactively develop legislative expertise, keeping abreast of developments in Information Rights legislation and regulations. To be conversant with other related legislation and political, social and legal developments that impact on assigned areas.

- To develop the ICO's relationship with assigned stakeholders across Parliament (and where appropriate central government), civil society and within political parties, influencing these at a senior level in a way consistent with the ICO corporate and business plan objectives; develop the ICO's stakeholder mapping across each of these sectors; Promoting information rights; identifying problems, demonstrating good practice and developing solutions.

The secondment will be for a period of six months.