



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Freedom of Information Officer, Secretariat



**Salary: Grade 7 (£33,199 – £39,609 p.a.)**

**Reference: CSSEC1011**

**We will consider job share and flexible working arrangements**

## Freedom of Information Officer Secretariat

This is an exciting opportunity for a proactive and motivated information professional to join our Information Governance team.

We are seeking someone to manage our responsibilities under the Freedom of Information Act 2000: to lead our responses to Freedom of Information enquiries; to act as source of expertise and support to respondents across the University; and to review, refresh and maintain the University's publication scheme and associated guidance.

Based in the Secretariat, this key compliance role will join a busy Information Governance team responsible for upholding the University's data protection and access responsibilities.

You will have a related degree (or equivalent qualification or experience), together with an expert knowledge of legislation relating to information management (e.g. Freedom of Information) and experience of managing organisational compliance matters.

### What does the role entail?

As a Freedom of Information Officer your main duties will include:

- Managing of all aspects of the University's Freedom of Information responsibilities;
- Maintaining of an institutional Publication Scheme, including the development and posting of relevant datasets;
- Provision of specialist, technical advice to a wide range of University stake holders;
- Co-ordinating of the administration, processing and consideration of all FOI requests made to the University;
- Liaising with departments within the University which hold the requested information, particularly Human Resources, Student Education Services and Strategy and Planning;
- Responsibility for the escalation of requests when stakeholders challenge whether information should be provided or withheld including the application of FOI exemptions;



- Advising on the use of FOI exemptions, including the public interest test;
- Ensuring compliance with all external deadlines for FOI requests including the setting of internal deadlines within the University;
- Communicating and liaising with the Information Commissioner's Office (ICO) including detailed written justifications for non-disclosure of information;
- Establishing the role as a key point of contact within the University and developing and maintaining a strong network of contacts both internally and externally;
- Maintaining an accurate and up to date record of FOI requests including the details of the request, disclosures, refusals, time taken and estimated cost of dealing with the request;
- Producing reports on FOI compliance and performance;
- Identifying trends in FOI requests and use this information to influence policy development and service improvements in the University;
- Implementing best practice from across the HEI sector in FOI matters;
- Assisting colleagues in Information Governance with more general information governance matters;
- Assisting colleagues with Data Subject Access Requests.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Freedom of Information Officer you will have:

- A related degree (or equivalent qualification) or equivalent experience;
- Experience of dealing with a range of issues relating to information compliance and a willingness to react confidently and quickly to emerging issues;
- Ability to be proactive;
- Excellent analytical skills and experience of effectively analysing problems and data, paying high attention to detail and presenting solutions and information in a meaningful way to diverse range of audiences;
- Knowledge of legislation relating to information management such as FOI;
- Excellent communication skills, both verbal and written, including the ability to effectively influence the outputs of others you are not directly responsible for and to successfully convey complex information to a wide range of audiences;



- Experience of identifying potential risks, both legal and commercial around FOI and developing appropriate advice to mitigate or remove those risks;
- Up to date technical knowledge and a commitment to continuous professional development;
- Ability to propose and deliver workable solutions and to manage and prioritise a varied workload in a timely and cost effective manner;
- Ability to work in confidential areas and deal with sensitive information;
- A collaborative working style;
- Ability to liaise with stakeholders at all levels of the organisation.

You may also have:

- Membership of an appropriate professional organisation;
- Experience of working in the Higher Education sector;
- Experience in a similar role, applying Freedom of Information knowledge, advice and guidance;
- Knowledge of compliance risk assessment process to identify and assess risk;
- Skilled use of Microsoft Teams and Sharepoint and demonstrable skills in Outlook.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Alice Temple, Head of Records Management & Information Governance**

Tel: +44 (0)113 343 7641

Email: [A.C.Temple@leeds.ac.uk](mailto:A.C.Temple@leeds.ac.uk)



## Additional information

Find out more about the [Secretariat](#)

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

