

# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	IRIS Officer
<b>Campaign Type:</b>	Concurrent
<b>Payband:</b>	B2
<b>Pay range:</b>	£ 30,985 - £ 36,532 per annum ( <i>Appointment will normally be made at the minimum of the pay range</i> )
<b>Team:</b>	Research and Information
<b>Section:</b>	Information Rights and Information Security (IRIS) Service
<b>Reports to:</b>	IRIS Operations Manager
<b>Number of posts:</b>	1
<b>Hours:</b>	Full time, 36 hours per week
<b>Contract type/ duration:</b>	Permanent
<b>Issue date:</b>	10/10/2019
<b>Closing date:</b>	04/11/2019

### **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy

### **Team information**

The Information Rights and Information Security (IRIS) Service is responsible for ensuring the House of Commons' compliance with information legislation. The team promotes awareness and understanding of the legislation and provides advice to staff of the House as well as Members and their staff. The team is also responsible for information security for the House.

### **Job introduction**

The IRIS Officer is mainly responsible for coordinating and writing responses to requests for information made under information rights legislation (usually the Freedom of Information Act 2000 (FOIA) but may also include the Environmental Information Regulations 2004 (EIR) and Data Protection Act 2018 (DPA)). Training and support will be provided to ensure requests are handled correctly and responses are compliant with the legislation.

Other responsibilities include maintaining and championing proactive publication, working with service areas to raise awareness of information rights, as well as helping the IRIS service with projects to resolve information security problems and implement solutions across the House.

### **Key stakeholder relationships**

The IRIS Officer works with staff at all levels, and building effective relationships is key to the success of this role. Key stakeholders include:

- Staff and managers of the House, especially those in our main contact group for FOI
- The Office of the Speaker's Counsel
- The Office of the Speaker
- The Clerk of the House, who is Data Controller
- The Parliamentary Digital Service
- The House of Lords, especially their Information Compliance team

The post-holder will also engage with counterparts in the other UK legislatures, the Information Commissioner's Office and with central Government bodies tasked with the development and implementation of information rights law and information security best practice.

### **Management responsibility**

No

### **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

### **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

### **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

### **For further information:**

Candidates should refer to the House of Commons careers website

<https://www.parliament.uk/about/working/jobs/> contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

## Key responsibilities

### House-wide FOIA/EIRs

- Manage the day to day request/response process
- Contribute to the development of the publication scheme in line with the Information Commissioner's model scheme, encourage greater proactive publication by Departments and identify datasets that would benefit from being published on a regular basis
- Responsibility for the day to day operation of the Acts
- Provide advice to staff and managers about the application of the law to particular requests
- Liaise with the Office of Speaker's Counsel as required

### House-wide DPA

- Manage day to day request/response process
- Identify and contribute to the management of DPA risks
- Assist with the planning, implementation and delivery of a programme aimed at heightening awareness of DPA obligations
- Review and contribute to policies and procedures
- Responsibility for the day to day operation of the Act
- Provide advice to Members, staff and others about all aspects of the DPA

### House wide Information Security

- Maintain a knowledge of information security policies and processes and support the team as required in this area
- Assist with the planning, implementation and delivery of a programme aimed at heightening awareness of Information Security
- Provide advice to Members, staff and others about all aspects of information security

**Qualifications:** There are no mandatory qualifications for this role.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

<b>SKILLS AND EXPERIENCE</b>  There is no criteria 3 or 6 required at application stage, so please write N/A when completing your application form.	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Demonstrates an awareness of the information Acts and their requirements in the context of Parliament	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Demonstrates an understanding of the House of Commons information security policies or an awareness of the challenges faced by Parliament or other public sector organisations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Excellent organisational skills, with the ability to work under pressure, work individually on a day to day level, and prioritise work to meet deadlines. Flexible in responding to changing requirements and circumstances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> A proven decision maker with the ability to exercise and apply sound judgement with good diplomatic skills: able to challenge, persuade, and negotiate where appropriate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> Good communication and interpersonal skills which demonstrate an ability to recognise and utilise the skills of colleagues and positively influence the way the team works together while upholding the principles of diversity, equality and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> Proven ability to work with complex data and use judgement to interpret information. Able to extract and analyse the relevant facts from complex documents using well developed IT skills and experience in a range of IT solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 7 (Desirable)</b> Knowledge of the role and structure of Parliament as a whole, and understands the purpose and responsibilities of each team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>