



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Head of Good Practice

REPORTS TO: Director of Operations

SALARY: Level G

HOURS: 37 per week

PURPOSE OF POST

To lead the Information Commissioner's Office's Good Practice Division.

To develop a strategic, risk based approach to assessment and to devise and implement a programme of work to achieve the ICO's strategic aims in this area.

KEY RESPONSIBILITIES

- To develop and implement effective and appropriate strategies to deliver specific objectives outlined in the corporate plan relating to assessment work.
- To provide effective leadership to the teams in these areas. To ensure that staffs are clear about expected standards of performance, motivated and developed to provide effective and efficient services.
- To ensure that appropriate and effective mechanisms are in place to produce and monitor key performance indicators to ensure service delivery is in line with agreed standards. Manage the division's budget.
- To seek continuous improvement in all areas of responsibility. To recommend changes. To manage and lead on projects and initiatives ensuring that implementation is achieved on time and in budget.
- To be fully conversant with all relevant legislation.
- To participate on behalf of the Commissioner/ICO as directed at meetings and events where senior representation is required.
- To participate actively in the ICO's Senior Leadership Programme, to contribute to other relevant corporate initiatives, including the business planning process.
- To identify opportunities and risks to ICO reputation, and to make recommendations for improving information rights practice in targeted sectors/organisations; to brief the media / do media interviews etc on good practice and other issues.

PERSON SPECIFICATION

	Criteria	How Assessed
Education and Qualifications	Degree or relevant professional qualification or equivalent experience	Application form / certificates
Work Experience	<p>Significant senior level management experience in an audit or closely related field (around 5 years)</p> <p>Experience of managing auditors or teams of auditors including setting strategic goals and working towards targets.</p> <p>Experience of designing a risk based approach to audit work. Including preparing risk heat maps.</p> <p>Experience of leading and managing people</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Experience of writing business cases</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>
Knowledge, skills and ability.	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation to particular situations and the ability to engage in debate about these issues.</p> <p>Knowledge of the regulatory environment and the public sector generally. Including the democratic, political and organisational framework</p>	<p>Interview / test</p> <p>Interview</p> <p>Application / Interview</p>

	Excellent written and verbal communication and presentation skills	Application / Interview / Presentation
	Personally Effective – excellent organisational skills, ability to prioritise and delegate	Application / 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