



Person specification			
Post title	REDACTION SUPPORT OFFICER	Grade	Band F
Service Area	LEGAL SERVICES	Section/team	LEGAL SERVICES

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Knowledge of the UK General Data Protection Regulation and the Data Protection Act 2018 and related legislation, guidance and best practice	Essential	A I
S2	Experience of redaction and/or knowledge of best practice and guidance relating to redaction of documents containing personal/sensitive data.	Desirable	A I
S3	Knowledge of relevant Information Rights legislation such as the Freedom of Information Act, EIR and Local Government Transparency Code	Desirable	A I
S4	Knowledge of best practice in relation to Information Sharing and Data Processing Agreements	Desirable	A I
S5	Experience of data protection and information governance within a large organisation.	Desirable	A I
S6	Experience of providing support and assistance on dealing with Subject Access Requests and Requests for Disclosure	Desirable	A I
S7	Experience of working in local government or in the public sector	Desirable	A I

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Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A I
P3	A demonstrable willingness to share information and work with other people	Essential	A I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A I
P5	Proven ability to design processes and procedures to deliver improved information security across the Council	Essential	A I
P6	Ability to work with staff at all levels and provide advice and assistance to them on data protection and wider information governance issues	Essential	A I
P7	A high level of interpersonal skills	Essential	A I
P8	To be able to demonstrate an ability and commitment to working as part of a team in a flexible and responsive manner	Essential	A I
P9	To be able to perform to consistently high standards, whether working individually or as a member of a team	Essential	A I
P10	To be able to deliver accuracy and competency at all times	Essential	A I
P11	To have a high degree of flexibility, with the ability to prioritise a complex and diverse workload often to tight deadlines	Essential	A I
P12	To be aware of equality issues and have the ability to work in a non-discriminatory way	Essential	A I
P13	To demonstrate a commitment to performance management and improving our services	Essential	A I
P14	To demonstrate a commitment to continuous learning and development	Essential	A I
P15	Ability to operate a legal case management system and have good IT skills	Essential	A I
Communication			
C1	Good communication skills	Essential	A I

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C2	The ability to be articulate and accurate in relation to data protection issues	Essential	A I
Qualifications			
Q1	Relevant degree preferably in Data Protection or Information Management	Desirable	C
Q2	Accredited Data Protection Qualification such as the BCS-ISEB Certificate in Data Protection	Desirable	C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	Essential	A I
H2	Ability to use equipment as instructed and trained	Essential	A I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
23.6.22	Mike Dearing	Head of Legal Services

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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