

Job title	Advisor		
Job family	Legal	Grade	7

Context

The Adviser (Information Rights) will report to the Head of FOI & DP Compliance in the Information Rights team, one of the Legal Departments of the Finance & Business Group. The Legal Departments provides professional advice and support across all BBC divisions on legal, policy and compliance issues. The division is led by Anne Bulford who reports to the BBC Director General.

The post-holder may work across the range of legislative and policy issues dealt with by the Information Rights team.

Job purpose

The principle role of the Adviser (IR) is to assist in the running of the BBC's Freedom of Information (FOI) and Data Protection Act (DPA) processes. The Adviser (IR) works as an important part of the IR team working on communication with the public and answering requests under FOI and DPA. They will be involved in the writing and processing of requests and the training and support of other BBC staff involved in FOI & DP. They will advise other divisions' staff on Data Protection and Freedom of Information. They may be called upon to work in support of other aspects of the IR team's work. Knowledge of the Freedom of Information Act and significant experience in providing Data Protection Act advice and undertaking Subject Access Requests is essential.

Key responsibilities and accountabilities

Provides specialist support in discrete area of expertise:

- To help ensure compliance with the Freedom of Information, Data Protection Acts and other key related legislation.
- To independently draft FOI responses to reflect both BBC policy and recent ICO decisions.
- To review material requested under DPA Subject Access Requests and work with legal colleagues to redact such material appropriately.
- To liaise with other BBC staff to collect information needed to process FOI, DPA and other requests.
- To assist and advise other BBC staff in interpreting BBC policy on FOI and the DPA.
- To assist in the training of BBC staff on FOIA and the DPA.
- To work on other areas of IR or other BBC compliance work as required.
- Undertakes case work under supervision.
- Undertakes research and implements new processes and standards to documents and policy.
- Supports dispute resolution processes and strategies.
- Works collaboratively with other members of the legal family and wider-BBC population.
- Supports training across the organisation and works with divisions/business to understand specific training needs.
- Provides administrative support including maintaining databases and websites, electronic and paper filing and updating precedent documents

Knowledge, skills, training and experience

Essential

Specialist qualification with proven experience in area of specialism and experience of handling confidential and sensitive information:

- Experience of the Freedom of Information Act.
- Experience of the Data Protection Act, and SAR handling.
- Relevant experience in research, senior administrative, broadcasting or related role.
- Ability to communicate accurately, clearly and concisely, including drafting of letters or short reports.
- Ability to build relationships and work supportively as a team member.
- Good organisational skills with ability to work accurately and effectively under pressure.
- Shows initiative, commitment and flexibility when faced with obstacles.
- Motivated to learn and open to constructive feedback
- Computer literate with skills across a range of IT packages

Desirable

- Legal qualification
- Experience of researching and collation of complex written information.
- Experience of a legal compliance regime.
- Knowledge of records management.
- Experience of dealing with the public and or complaints procedures.
- Knowledge of BBC structure and output.

Job impact

Financial: No budgetary responsibility

Reports: No direct or indirect reports

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Competencies

- **Planning and organising** - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines.
- **Communication** - able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Influencing and persuading** - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

- **Managing relationships and team working** - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team.
- **Analytical thinking** - Able to simplify complex problems, process or projects into component parts explore and evaluate them systematically. Has a keen eye for detail, can spot errors and mistakes at an early stage.