**Providing clarity; building trust. A job that matters**

**Job Title:** Data Governance Officer

**Salary:** £31,110 (Plus London Weighting allowance of £4,527 if Croydon or Canary Wharf based)

**Location:** Any IOPC Office

**Duration:** Permanent

# Your role

As a completely independent organisation, the IOPC seek to uphold the rights of the public and investigate the most [serious matters](https://www.policeconduct.gov.uk/research-and-learning/key-areas-work), including deaths following police contact, to promote learning and influence change in policing. The IOPC is an organisation steeped in history, influenced by significant figures such as Stephen Lawrence and Sir William Macpherson. We are looking for people to uphold our core values, and in return we will give you a supportive and inclusive work environment to flourish in.

There are many opportunities to work for the IOPC outside of investigations, where your skills, experience and passion can be utilised. Within the Strategy and Corporate Services Directorate, you will find a wide variety of careers to support our organisational goals of improving confidence in policing whilst developing your own expertise.

You will be responsible for supporting the Data Governance Lead with the delivery of organisational priorities within the IOPC Data Governance Framework as set out in the Data Strategy. We want you to embed a culture of excellent data management into the organisation, we are looking for someone who is passionate about data and the importance of data completeness and quality, to support our developing data teams and changing organisation.

Anticipated assessment and interview dates are 12th June 2023.

# What you will need

* Experience of data management
* Using evidence to make decisions.
* Working with case management systems and reporting systems.
* Demonstrable evidence of strong analytical and communication skills both written and verbal.
* Building strong working relationships with internal stakeholders and end users.
* Some experience of process improvement and development would be desirable
* Some experience of solving problems through data analysis and data exploration would be desirable

## Skills and Abilities

* You will be able to effectively communicate with internal stakeholders, in both written and verbal formats
* You will have demonstrable experience in analysing data
* Able to give and take constructive feedback and share learning with colleagues
* You are committed, independent, reliable and solution focussed
* Competent in the use of Microsoft Office.
* Ability to work through periods change and support organisation wide projects
* You will have knowledge of Data Governance and information management
* Able to prioritise and manage own tasks effectively.

# What we offer

* 27.5 days paid annual leave (increasing with service to 32.5 days)
* Options to carry over, buy or sell annual leave
* Civil Service pension
* PAM employee assistance programme
* Access to Civil Service Sports Council (CSSC) membership
* Staff networks focused on each of the protected characteristics – run for staff, by staff
* Learning and development tailored to your role
* An environment with flexible working options
* A culture encouraging inclusion and diversity behaviours

We'll assess you against these Level 2 behaviours during the selection process:

* Managing a Quality Service
* Working Together

As well as our organisational value of Seeking the Truth.

This vacancy is using Success Profiles, to find out more, please click [here](https://www.gov.uk/government/publications/success-profiles?_ga=2.156185915.1692943174.1578577916-319911383.1576576754).

Throughout the recruitment process we will assess your Experience, Strengths, Technical skills, Ability and Values. As part of the application process you will be asked to complete three sift stage questions based on the behaviours and value listed above.

**\*This advert may close early due to high applications.\***

# Be yourself

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services; demonstrating this ethos in everything that we do.

* As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
* We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](https://race.bitc.org.uk/issues/racecharter) for leaders and organisations across all sectors.
* Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
* Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](https://www.policeconduct.gov.uk/recommendations/operation-hotton-recommendations-metropolitan-police-service-september-2021), to [Welsh Language Standards](https://www.policeconduct.gov.uk/who-we-are/equality-and-diversity/welsh-language-standards) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.

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# Additional information

The IOPC is not eligible to participate in the Civil Service transfer process, therefore successful candidates will not be able to transfer to the IOPC on their existing terms and conditions. The IOPC does not participate in the UK Visa Sponsorship Scheme therefore, candidates will have to provide evidence of their Right to Work in the UK if offered a role with us.

Any move to Independent Office for Police Conduct from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at https://www.childcarechoices.gov.uk

This role is exempt from the *Rehabilitation of Offenders Act 1974*, therefore a standard Disclosure and Barring Service (DBS) check will be carried out for the successful candidate during the pre-employment process.

# Reasonable adjustment

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email [humanresources@policeconduct.gov.uk](mailto:humanresources@policeconduct.gov.uk)

Complete the “Additional requirements” section of your application form to tell us what changes or help you might need further on in the recruitment process.