

Eastern Inshore Fisheries and Conservation Authority

Job Description: Data Officer

Location: Kings Lynn

Reports to: Senior Administration Officer

General Description:

The Data Officer has primary responsibility for data management and IT support for the organisation. They will also undertake administrative duties as well as providing a reception function for the organisation in conjunction with the Senior Administrative Officer (SAO).

Duties and Responsibilities

1. To provide a data administration function that will ensure and maintain compliance with the General Data Protection Regulation (GDPR).
2. To develop, upgrade and enhance the EIFCA databases.
3. Manage the shared drive, filing protocols, archiving etc,
4. To monitor and manage information requests under the Freedom of Information Act and the Environmental Information Regulations.
5. Intelligence support including processing confidential information.
6. Provide IT support to the authority through liaison with the IT services supplier.
7. Liaison with both employees and the public, dealing with their queries wherever possible and directing them to appropriate resources when queries cannot be answered.
8. Deputise for SAO when required.
9. Input catch returns data to various databases/spreadsheets.
10. Website maintenance and social media posts / messages.
11. Compliance with all aspects of Health & Safety law.
12. Ensure equality and diversity is actively promoted in the workplace.

Key measures

1. The authority is compliant with General Data Protection Regulation (GDPR) and associated legislation.
2. Shared drive and databases are properly structured, administered and up to date
3. Information requests are logged, managed and responses provided within agreed deadlines.
4. Intelligence is processed in an accurate and timely manner
5. Relationships with IT Support providers fostered and maintained
6. Queries dealt with appropriately and professionally. Positively promotes EIFCA
7. Delegated tasks are completed effectively in the absence of the SAO.
8. Data input is undertaken in an accurate and timely manner
9. Website is up to date and social media posts/message are timely
10. The general administration of the office and reception is appropriately supported and tasks are completed within agreed timescales.
11. H&S policy is adhered to at all times.
12. Appropriately conducts self with colleagues and stakeholders.

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Direct Reports	
<ul style="list-style-type: none"> ○ None 	
Financial scale	
<ul style="list-style-type: none"> ○ Ordering goods and services within agreed framework ○ Authorised to receive monies on behalf of EIFCA 	
Planning horizon	
<ul style="list-style-type: none"> ○ Long term horizon for data control ○ Workload planned on a day to day basis 	
Complexity	
<ul style="list-style-type: none"> ○ Ensure compliance with GDPR ○ Prioritising workload to meet timescales set ○ Flexibility to react to daily demands on time ○ Dealing with sensitive confidential data. 	
Key working relationships (other than Line Manager or reports)	
<ul style="list-style-type: none"> ○ All Authority Officers ○ All Authority members ○ Suppliers and service providers ○ Members of the public, including the fishing community 	
Freedom to make decisions	
<ul style="list-style-type: none"> ○ Works within the framework of the annual plan ○ Works within the agreed procedures set out by EIFCA 	
Experience, knowledge & skills	
Essential	Preferred
<ul style="list-style-type: none"> ○ Educated to GCSE level in English and Mathematics ○ Excellent communication skills both verbal and written ○ Confident with Microsoft Office products. ○ Able to design, set-up and maintain databases using MS Access. ○ Ability to work unsupervised ○ Ability to contribute across disciplines in a small team environment ○ Ability to achieve Baseline Personnel Security Standard clearance ○ Right to work in the UK 	<ul style="list-style-type: none"> ○ Familiar with GDPR legislation. ○ Experience in managing data ○ Experience of multi-media comms ○ Experience of dealing with media advertising outlets ○ Producing promotional literature/content ○ IT qualification.
Personal qualities required	
<ul style="list-style-type: none"> ○ Discretion ○ Attention to detail ○ Good time management ○ Helpful to others ○ Self-motivated ○ Adaptable and eager to develop 	