



| Job description        |  |                      |            |
|------------------------|--|----------------------|------------|
| <b>Job title</b>       | Redaction Support Officer  |                      |            |
| <b>Grade</b>           | F (SCP 12 to SCP 17)   |                      |            |
| <b>Directorate</b>     | Resources  |                      |            |
| <b>Service/team</b>    | Legal Services   |                      |            |
| <b>Accountable to</b>  | Information Governance and Insurance Manager<br>Deputy Data Protection Officer<br>Head of Legal Services, Information Governance and Insurance |                      |            |
| <b>Responsible for</b> | No applicable  |                      |            |
| <b>JE Reference</b>    |  | <b>Date Reviewed</b> | April 2026 |

### Purpose of the Job

To provide a high level redaction support service for the Council with particular focus on work arising from the Children's Social Care team ensuring that all documents to be redacted are done so in accordance with best practice and guidance and giving advice and guidance to Council staff and external partners and providers where appropriate as directed by the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers.

To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in ensuring that the Council meets a high level of compliance with data protection law and in embedding a culture of data protection and information security within the Council.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

#### Redaction

1. To have knowledge of the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and best practice and guidance relating to the redaction of documents containing special category data.

#### Data Protection



2. To support officers of the Council and school employees on issues relating to the UK GDPR, the Data Protection Act 2018, and other relevant legislation.
3. To assist with bespoke training sessions in respect of the requirements of the UK GDPR within the Council and schools as appropriate.
4. To support the Data Protection Compliance Officers, Information Governance and Insurance Manager and Deputy Data Protection Officer to promote best practice through the Council's Information Governance Group and to support the delivery of work streams arising from that group.
5. To promote best practice on Information Sharing and Data Processing and to provide advice and assistance in respect of both.
6. To maintain knowledge of data protection legislation and case law.
7. To ensure good working relations and communications with services, officers, members, schools and other external organisations with regard to data protection and information security.
8. To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's data protection policies and where appropriate providing support to staff and external partners and providers as to the impact and implementation of any changes in those policies.
9. To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in dealing with Subject Access Requests under the UK GDPR.
10. To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's Record of Processing Activities (ROPA) and Privacy Notices and liaise with service leads to update such record and/or notices.
11. To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's data protection e-learning module and implementing any changes that are considered necessary.

#### Requests for Information

12. To support the Council's Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in giving advice to staff and external partners and



providers where appropriate in respect of requests for information under the Freedom of Information Act 2000 (the Act) and the Environmental Information Regulations 2004 (the Regulations) particularly in respect of the lawful use of exemptions under the Act and exceptions under the Regulations.

- 13. To support the Council’s Information Governance and Insurance Manager, Deputy Data Protection Officer and Data Protection Compliance Officers in dealing with complaints and/or requests from the Information Commissioner’s Office relating to respect of requests for information under the Act or the Regulations.
- 14. To support the development and delivery of requests for information training as appropriate.

General

- 15. To follow the Council’s policies on equality and diversity in employment and service delivery.
- 16. To carry out such other tasks and duties commensurate with the grade, as may be required by the post holder’s line manager(s).

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

**Knowsley Better Together – Staff Qualities**





## **Health and Safety**

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and UK GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.