JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: **Principal Technology Adviser**

DEPARTMENT: **Technology Policy**

REPORTS TO: **Head of Technology**

SALARY: **Level F**

HOURS: **37 per week**

PURPOSE OF POST

The Technology Policy Department is responsible for providing dedicated support for the technology requirements of the ICO in its capacity as the UK's information rights regulator. The department exists as a point of reference for expert advice on a wide range of technology matters relevant to information rights. This function supports the ICO's work as a regulator that promotes data privacy for individuals and openness by public bodies.

The post holder will provide key expertise on technology-related activities undertaken to ensure the ICO's understanding of current and developing information, communications and security technologies and the impact they have or are likely to have on information rights.

Principal Technology Advisers enjoy substantial autonomy, often working directly with more senior colleagues. They are recognised ICO experts in at least one area (e.g. UX design, artificial intelligence, etc.) and will regularly provide their advice and expertise in briefings, give internal advice to other departments, assist with training, write external guidance/codes of practice where technology has substantial influence, undertake research projects and conduct external liaison with stakeholders in the UK and overseas ensuring that strong relationships are built and maintained.

KEY RESPONSIBILITIES

- Provide expert technical input to the ICO's data protection, freedom of information and other regulatory activities where an understanding of the operation and impact of information, communication and security technologies is required.

- Research, monitor and investigate emerging technologies and information security risks, assess their potential impact on information rights and develop the ICO's response.

- Conduct complex technology research and provide in-depth advice and guidance on other technology projects designed to support the development of information rights policy for the ICO.

- Represent the ICO in situations where complex technical knowledge and understanding is required, e.g. meeting senior technical representative bodies and information rights interest groups, speaking at conferences, etc.

- Develop the ICO's relationship with key technology-related stakeholders influencing these at a senior level in a way consistent with the ICO corporate and business plan objectives.

- Contribute to the development of ICO strategy and business plans using information gleaned from technology research and monitoring activity.

- Cooperate with colleagues from other business units in a joined up approach to ensure a common understanding of technological issues.

- Have a good understanding of relevant legislation and political, social and legal as well as technological developments, that impact on information rights.

PERSON SPECIFICATION

	Criteria	How Assessed
Education and qualifications	Higher Degree (MSc) or relevant professional qualification (preferably in computer science or related subject) **OR** Relevant work experience demonstrating postgraduate level ability	Application form / certificates
Work Experience	2 years post higher degree (experience such as research, development, testing, network architecture, software or system administration or Cyber security) Ideally this will include experience in a significant representational/ externally facing role	Application form / interview
Knowledge, skills and ability	Up to date, expert knowledge of current trends and practices relating to the use of information, communications and information security technologies	Application form / interview / presentation / test
	Extensive knowledge of computing sciences and IT theories, principles and practices	Application form / interview / presentation / test

	Ability to travel to meetings and events in the UK and overseas (possibly outside office hours)	Application form / Interview
	Ability to apply legislative requirements to the development and application of information and communications technologies	Application form / interview / presentation / test
	A strong desire and aptitude to continually develop technical knowledge, skills and abilities as technology evolves	Application form / interview / presentation
	Excellent analytical and research skills demonstrating an ability to identify emerging technology trends, developments and issues	Interview / presentation / test
	Knowledge of threat and risk assessment processes and practices, as applied to information security	Interview / presentation / test
	Strong interpersonal skills including the ability to build and maintain good working relationships, both internally and externally	Interview
	Excellent verbal communication and presentation skills including the ability to explain technical matters to a non-technical audience	Interview / presentation / test
	Excellent standard of literacy and effective written communication skills for producing reports, documenting research findings, writing letters and meeting notes	Application / interview / presentation
	Ability to deal with a demanding workload which may include conflicting demands on time	Interview/ presentation