



**Northumbria
Police
Intranet**

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24/03/2021

Partnership Coordinator (Ref PH024/20879)

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**Police Staff
Partnership Coordinator
Information Management Unit
Role Definition:PH024/20879**

ROLE DEFINITION

Dept / Area Command:	Information Management Unit	Section:	Information Sharing
Post Title:	Partnership Coordinator	Post Reference:	PH024/20879
Post Grade:	Grade F	Location:	Bedlington/Agile Working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Data Protection and Disclosure Advisor		
Staff Responsibilities:	Not Applicable		
Purpose:	With overall responsibility for coordinating and managing the framework relating to Information Sharing within Force and external partner organisations in order to meet statutory obligations and internal priorities. Directly assisting the Data Protection Officer and the DMAT Manager in maintaining and managing effective records to detail partnership and data sharing arrangements so that the wider obligations in respect of the Force Record of Processing Activities (RoPA) can be efficiently managed and evidenced.		

Key Responsibilities:-

1. Proactively engage with all stakeholders both internally and externally building strong collaborative relationships to promote efficient and robust information sharing standards.

2. Establish and maintain effective working relationships across the organisation and with relevant external stakeholders to ensure that sharing arrangements are legitimate, relevant and effective.

3. Support the Data Protection Officer and the DMAT Manager in ensuring that accurate and effective records detailing sharing arrangements are maintained and that information directly informs the Force RoPA.

4. Develop and maintain a formal review process and schedule to include direct liaison with internal stakeholders and external partners to ensure that arrangements are relevant, accurate and remain fit for purpose.

5. Implement and manage an effective compliance regime to ensure that arrangements are managed within Area Commands and Departments effectively, legitimately and in accordance with the governance arrangements in place.

6. Provide accurate and up to date management information and reports when required and identify and develop areas for improvement and gaps in assurance.

7. Support both external inspection and internal audit activity as required in order to achieve strategic objectives and outcomes.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.

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