Transparency Officer
Job description

Directorate	Transparency Officer	Reports to	Publication Manager
Security level	Counter Terrorist Check	IPSA reference	TO26
Salary range	£34,100 - £37,100. Salary increases through this range in line with the training and competency framework.		

Overview and context

Transparency is central to IPSA's vision: helping the public understand how MPs' work is funded and building confidence in how taxpayers' money is spent. The Transparency team is responsible for extracting and preparing data for internal assurance and public use, publishing information and building awareness about the funding provided to MPs in a way that is meaningful and accessible to members of the public and ensuring that IPSA's publication policy is adhered to internally and understood by stakeholders.

The Transparency Officer role supports the accurate and timely publication of data and information relating to MPs' funding and contributes to IPSA's wider transparency strategy and objectives. The role also provides opportunities to contribute to standards, digital, communications and information governance work.

This role sits in the wider Standards & Transparency team, within IPSA's Standards & Information Directorate. The wider team builds awareness and understanding of IPSA's role and advises senior leaders, the Board, and external stakeholders, including the House authorities, on matters relating to IPSA's regulatory framework, parliamentary funding, staffing, pay, and remuneration.

Key responsibilities

- Supporting the delivery of IPSA's transparency functions through publication of information about MPs' funding that is accurate, accessible and contextualised; seeking out and contributing to improvements in transparency that align to IPSA's vision and strategy.

- Understanding and adhering to IPSA's publication policy, processes and data protection principles, ensuring that the data security of MPs, their staff and other individuals is not compromised; this includes data extraction, data cleansing and formatting, merging and de-duplication of datasets, carrying out checks and redaction, according to an established schedule.

- Proactively developing and maintaining knowledge of IPSA's systems, policies and processes with regard to MPs' funding, in order to ensure that published data accurately reflects the information IPSA holds; ongoing assessment and correction where needed, including through the identification of discrepancies across large datasets.

- Keeping accurate and proportionate records using internal logs and checklists, developing and maintaining records of MPs and former MPs and ensuring they are up to date.

- With other teams, developing data visualisation, explanatory and other content to accompany data publication, ensuring that published information is meaningful and accessible to different audiences.

- Supporting the continuous improvement of IPSA's transparency approach, including by seeking out and learning from best practice across other sectors.

- Coordinating publication committee meetings to present and distribute data reports to relevant senior team members.

- Maintaining positive working relationships with MPs and their staff, other IPSA teams and suppliers through effective communication with them around systems, processes, and data management; proactively monitoring and replying to queries and requests about publication data or processes in a professional, customer-focused and timely manner.

- Engaging with internal and external stakeholders to present and explain the role of the Transparency team and IPSA's transparency approach, as required.

- Undertaking autonomous projects and other ad hoc pieces of work as well as contributing to wider IPSA projects, as required (such as contributing to standards, digital, communications and information governance work).

- Reflecting IPSA's values of staying connected, seeing the bigger picture, being open, doing the right thing and making a difference through all that you do.

IPSA is a learning organisation. We constantly review our work against our strategic objectives, actively seek views from our stakeholders and assess the environment in which we operate so that we can continuously improve. Therefore, the list of key responsibilities may adapt and change over time within the spirit and nature of organisational change and the development of the role.

What we're looking for

We're looking for a proactive, collaborative and detail-focused person who takes pride in producing accurate, high-quality work. You'll have relevant experience, ideally in a public sector or regulatory environment, and be confident working with complex data, including preparing and cleaning large datasets in Excel. Ideally, you'll have experience of analysing and presenting data, including digital content.

You'll be comfortable juggling priorities, using your initiative and adapting easily to change. You'll enjoy seeking out ways to improve what we do, while always taking ownership of delivering great outcomes. A confident communicator and relationship-builder, you'll be able to work effectively with a range of people, challenge constructively and handle sensitive conversations with care. You'll thrive in a purpose-driven and values-led culture where doing the right thing matters as much as getting things done. Above all, you'll bring energy, resilience and a willingness to learn and contribute across the team and wider organisation. You'll also know when to seek advice or support.

The experience and technical level required for the role, along with personal qualities, skills, attributes, and qualifications, are listed below.

Essential

- Demonstrable experience in a relevant field, with a strong understanding of data quality, information handling and the principles of accurate, contextualised and accessible publication.
- Exceptionally strong attention to accuracy and detail, ensuring work is delivered right first time, every time.
- Demonstrable capability in using Excel for data cleaning and preparation.
- Confidence in exploring, interrogating, manipulating and interpreting datasets, combined with curiosity and creativity to spot errors and inconsistencies and identify gaps and opportunities for improvement.
- Excellent communication skills and the ability to handle sensitive conversations and cultivate effective working relationships across IPSA.
- Ability to work independently and consistently to a high standard, including strong time management in order to manage competing priorities to meet deadlines.
- Excellent records management skills.
- Ability to learn new reporting systems quickly.
- Ability to work collaboratively and be accountable for achieving great results through others.
- Ability to challenge constructively, receive feedback well and deliver difficult or sensitive messages.
- Proactive and flexible self-starter who understands their own limits and adapts quickly to changing situations, needs and priorities.

Desirable

- Public sector and regulatory experience, including an understanding of FOI and data protection.
- Understands the parliamentary context and how IPSA policies and processes impact on our customers.
- Data analysis and visualisation skills, including the ability to create digital content.