

ROLE PROFILE

Role Title	Data and Information Research Officer (DBS)	Reporting to	Data and Information Team Leader (DBS)
Section	Information Management	District/Department	Digital Policing
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To be the initial recipient of all Disclosure and Barring (DBS) requests providing a competent service in order to protect children and vulnerable adults. Complying with the Quality Assurance Framework (QAF) ensuring an efficient and effective provision of service and that Service level agreements are met.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Access, interrogate, interpret and extract data/information from the force computer systems and other departmental systems ensuring effective service delivery in accordance with the requirements of the section, force policy and legislation in order to facilitate the preparation of the Disclosure Rationale Audit Trail. 3. Compile and assess sensitive information, ensuring validity and make decisions in relation to relevance to ensure the protection of children and vulnerable adults. This includes assessing and interpreting information relating to relevant third parties on home based applications determining the level of frequent unsupervised access. 4. Prepare chronological reports in accordance with the Quality Assurance Framework and make decisions as to whether progression is required for a disclosure decision or sufficient information is available to complete and return the request to the Disclosure and Barring Service. 5. Identify inconsistencies/inaccuracies of information received from the DBS and conflict where necessary to ensure National Disclosures are up to date and accurate. 6. Update/amend local systems including linking of duplicate records and PNC with updated/accurate information to ensure the integrity of the data held on Force systems and input information onto Niche which alerts other force users to information relating to DBS applications. 7. Provide support to peers through mentoring and buddying.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Responsibility for annually processing approximately 150,000+ Disclosure and Barring checks • Comply with legislation and keep up to date in a constantly changing environment due to Government Legislation and Initiatives • Use a wide range of Force and National computer packages • Comply with Disclosure and Barring directives and ensuring Service Level Agreements are met. • Dealing with information of sensitive and confidential nature

Work/Business contacts
<p>Internal: All employees.</p> <p>External: DBS, External Agencies, Local Authorities, Social Services, and other Forces.</p>

Expertise in Role Required (At selection - Level 1)

- Willingness to undertake and ability to successfully complete IT courses required for the role
- Practical experience of IT packages including database use and interrogation.
- Is able to research, analyse and evaluate data and present findings in a structured way.
- Has good standard of written communication.
- Ability to pass aptitude test at entry level
- Has a basic knowledge of relevant legislation – Data Protection Act

Essential or Desirable

Essential
Essential
Essential
Essential
Essential
Desirable

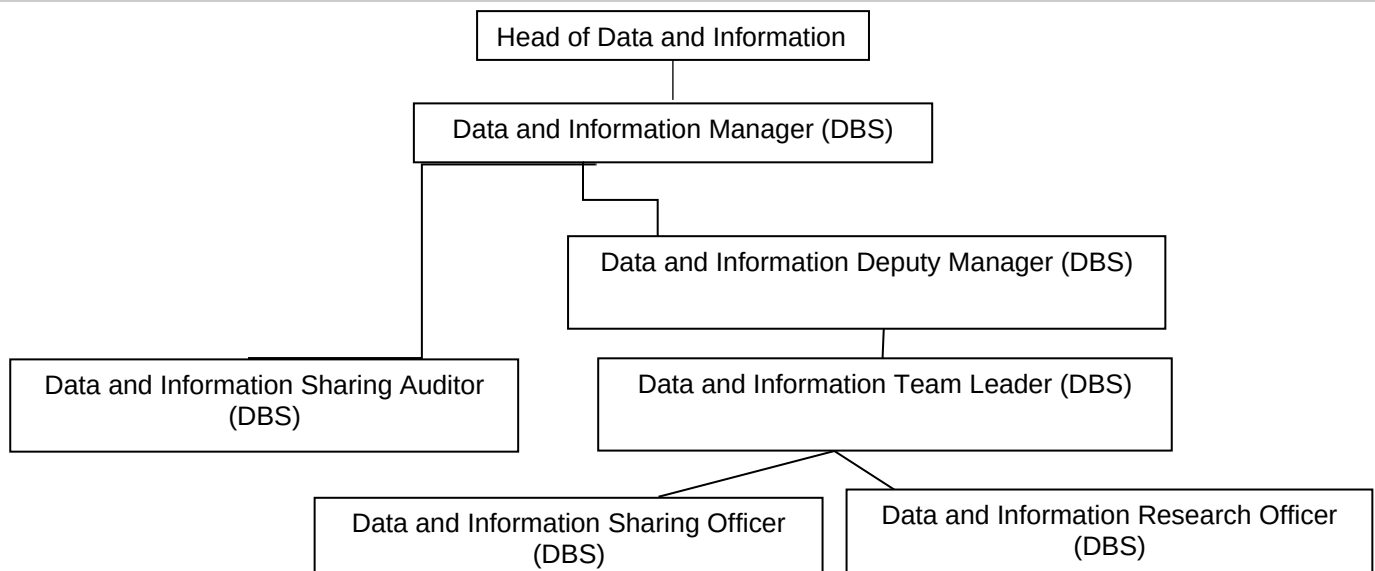
Other (Physical, mobility, local conditions)

- Prepared to work flexible hours to suit the requirements of the department
- Ability and willingness to work flexibly in order to support the work of the Department

Essential
Essential

Expertise in Role - After initial development - Level 2

- Is able to achieve the office standard and make accurate and successful decisions in relation to the Quality Assurance Framework – AT2
- Has attended and passed all relevant IT and other courses required for the role
- Has attended the Force Induction Programme or the Diversity Training
- Displays a good working knowledge of all relevant computer systems.
- Displays good working knowledge of searching techniques to identify nominals

Structure

PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has a detailed knowledge of all relevant departmental and force procedures and practices.
- Is considered an expert at Audit Trail 2 Level.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	30/07/19