



<b>Role Title</b>	DBS Disclosure Assistant	<b>Reporting to</b>	DBS Disclosure Unit Supervisor
<b>Section</b>	Information Management	<b>District/Department</b>	Digital Policing
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 3

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To be the recipient of all DBS requests and to provide an effective and efficient disclosure service to the Disclosure and Barring Service in compliance with the Quality Assurance Framework.
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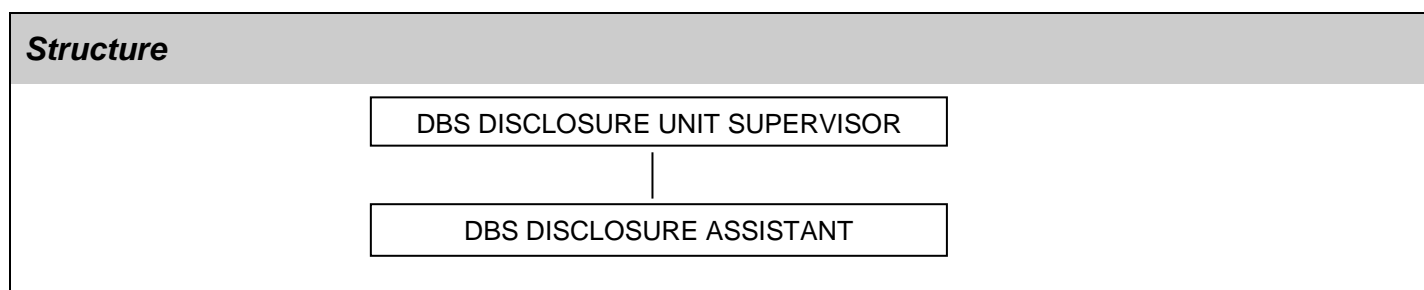
<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Access, interrogate 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.</li><li>3. Identify inconsistencies/inaccuracies of information received from the Disclosure and Barring Service and conflict where necessary to ensure National Disclosures are up to date and accurate.</li><li>4. Risk assess information and make first stage decisions in relation to relevance of non-conviction information in accordance with Home Office Circulars and service level agreements to ensure the protection of children and vulnerable adults.</li><li>5. As required prepare reports in accordance with the Quality Assurance Framework in logical order making decision as to whether progression is needed to further decision making or sufficient information is available to return to the Disclosure and Barring Service generating a no trace decision.</li><li>6. Update the Disclosure and Barring Service National IT System with convictions and relevant intelligence based information in accordance within strict time scales and service level agreements.</li><li>7. Provide administrative support to the section by collecting, sorting and distributing internal and external mail, maintaining adequate stationery supplies, filing and scanning of DBS related documentation in order to facilitate the smooth running of the section.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Responsibility for annually processing approximately 60,000 Disclosure and Barring checks</li><li>• Working in a heavily legislated and constantly changing environment due to Government Legislation and Initiatives</li><li>• Use a wide range of Force and National computer packages</li><li>• Contributing to Information Management achieving its performance targets and priorities</li><li>• Complying with Force Health and Safety Policy and Procedures</li></ul>

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

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Willingness to undertake and ability to successfully complete IT courses required for the role	Essential
• Has a basic knowledge of and is able to use computer packages such as Microsoft Office	Essential
• Has a basic knowledge of researching information	Essential
• Has experience of office systems and procedures	Desirable
• Good literacy skills	Desirable
• Has a basic knowledge of Data Protection	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Prepared to work flexible hours to suit the requirements of the department	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"> <li>• Has knowledge of all relevant departmental and force procedures and practices.</li> <li>• Has knowledge of systems and procedures of the department and how it fits within the force.</li> <li>• Has attended the Force Induction Programme or the Diversity Training</li> <li>• Has attended and passed all relevant IT and other course required for role</li> <li>• Displays proven knowledge in searching techniques to identify nominals.</li> <li>• Displays good working knowledge of relevant computer systems.</li> </ul>



## PART B – COMPETENCIES & VALUES

<b>Competency and Values Framework –</b> <a href="http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf">http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf</a>
Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

<b>Expertise in Role (Advanced - Level 3)</b>
<ul style="list-style-type: none"> <li>• Has a detailed knowledge of all relevant departmental and force procedures and practices.</li> <li>• Has a detailed knowledge of systems and procedures of the department and how it fits within the force.</li> </ul>

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	02/10/2013