WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Data and Information Sharing Officer - Advanced (DBS)	Reporting to	Data and Information Sharing Team Leader (DBS)
Section	Information Management	District/Department	Digital Policing
Tenure		Rank/Grade	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	To provide an effective and efficient higher level of disclosure to the Disclosure and Barring Service in compliance with the Quality Assurance Framework (QAF) in accordance with servilce level agreements and the Common Law Police Disclosure provisions(CLPD) in order to protect children and vulnerable adults.

Key outputs for role –

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. To evaluate, interpret and analyse complex data/information provided by the Data and Information Research Officers and Data and Information Sharing Officers, completing in-depth research of computer systems and make enquiries to Safeguarding Units, Social Services and other Local Authorities where necessary in order to ensure all information is available to facilitate the preparation of the Disclosure Rationale Audit Trail AT3 and discard information as necessary.

3. Compile and assess sensitive information for disclosures including third party information ensuring their validity, accuracy and relevance whilst adhering to the Quality Assurance Framework for presentation to the Team leader for processing/authorisation of conviction and non-conviction information in accordance with legislation and service level agreements to ensure the protection of children and vulnerable adults.

4. To identify, consult, explore and influence information supplied by investigating officers in order to ensure the accuracy and completeness of information held on Force systems.

5. To prepare detailed reports in accordance with the Quality Assurance Framework in a logical order of factual non-conviction information for approval by the Chief Officer so that an enhanced disclosure can be submitted via the Disclosure and Barring Service to Registered Bodies and Applicants applying to work with children and vulnerable adults.

6. To complete final disclosure ensuring accurate data is submitted for the DBS disclosure certificate. Ensure all relevant systems are updated with disclosure information in order to keep accurate records for future applicants and any other interested parties.

7. Responsible for the evaluation of Common Law Police Disclosures (CLPD) and giving advice to Officers on the use of Common Law for disclosure purposes. Preparing relevant reports for disclosure for Chief Officer Delegate's final decision and writing off those that do not require disclosure with relevant rationale. Ensure appropriate updates are given when requested by enquiring bodies in relation to status of cases.

8. Manage own case load ensuring the timeliness and quality of information input is in accordance with the required standard and meets the service level agreement and the risk to the Force's integrity by late or non-disclosure.

9. Receive, research and prepare all documentation and any digital media required in response to Barring requests. Ensuring that relevant information is provided in line with the Data Protection Act and the Barring QAF. Ensure that timely responses are given and any relevant updates relayed to Barring as required.

10 Provide support to peers through mentoring and buddying.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
• Responsibility for annually processing Disclosure and Barring Service checks
• Comply with legislation and keep up to date in a constantly changing environment due to Government Legislation and Initiatives
• Use a wide range for Force and National computer packages
• Comply with Disclosure and Barring directives and ensuring Service Level Agreements are met.
• Complying with Force Health and Safety Policy and Procedures

Work/Business contacts
Internal: All employees
External: Disclosure and Barring Service, National Identification Service, Social Services, Local Authorities and other Forces

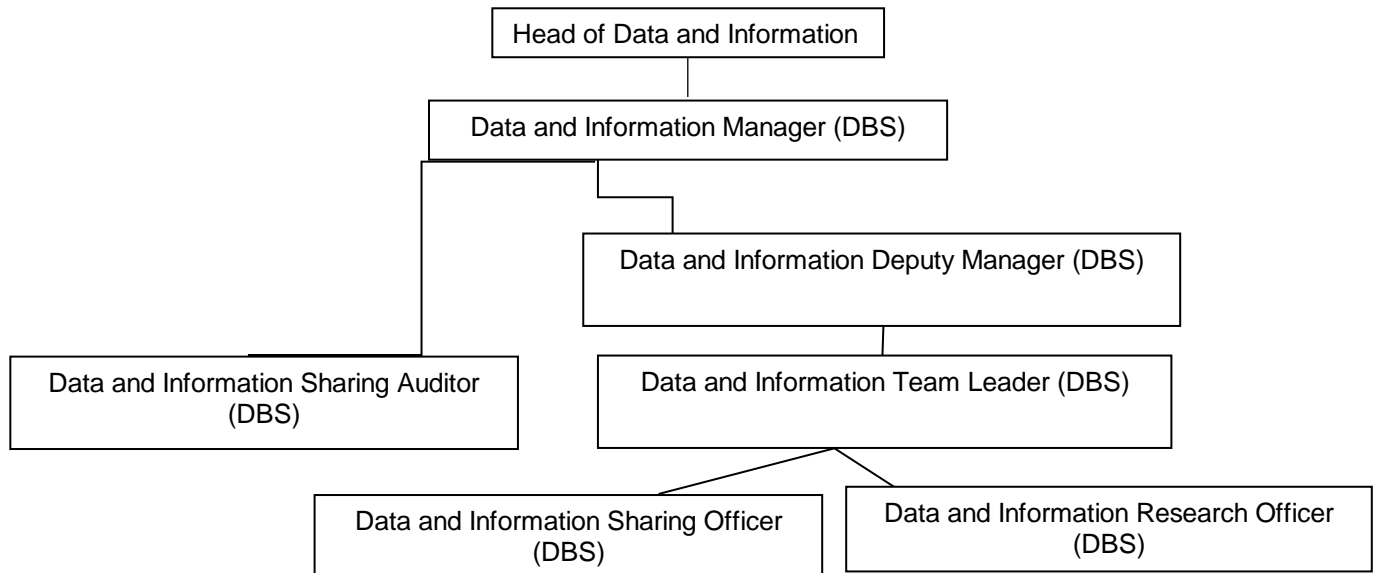| **Expertise in Role Required (At selection - Level 1)**	**Essential or Desirable**
• Successfully completed IT courses required for the role	Essential
• Displays good working knowledge of IT packages including database use and interrogation	Essential
• Displays good working knowledge in searching techniques to identify relevant information	Essential
• Ability to deal with and identify complex information in a logical manner	Essential
• Is able to consistently achieve the office standard at AT3 up to disclosure	Essential
• Is able to demonstrate a good standard of written and verbal communication	Essential
• Proven knowledge of the Data Protection Act 2018 and Human Rights Act.	Essential
Other (Physical, mobility, local conditions)	
• Ability and willingness to travel for business purposes	Essential
• Ability and willingness to work flexibly in order to support the work of the Department	Essential

Expertise in Role - After initial development - Level 2
• Has a knowledge of all relevant departmental and force procedures and practices
• Is able to achieve the office standard and make accurate, confident and successful decisions in relation to positive disclosure decisions required at AT3
• All areas of work are carried out in a timely manner within current SLA's
• Can demonstrate proven knowledge in searching techiques to identify information
• Can demonstrate good working knowledge of relevant computer systems
• Is able to confidently process CLPD and Barring requests to the required standard

Structure

Head of Data and Information
    └─ Data and Information Manager (DBS)
        ├─ Data and Information Sharing Auditor (DBS)
        └─ Data and Information Deputy Manager (DBS)
            └─ Data and Information Team Leader (DBS)
                ├─ Data and Information Sharing Officer (DBS)
                └─ Data and Information Research Officer (DBS)

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)
• Is recognised as an expert source of information on matters related to the work of the department

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 amended role profile	30/07/2019