



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

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

Part A – JOB DESCRIPTION

Overall purpose of role	To provide an effective and efficient level of disclosure to the Disclosure and Barring Service in compliance with the Quality Assurance Framework (QAF) in accordance with service level agreements and the Common Law Police Disclosure provisions (CLPD) in order to protect children and vulnerable adults.
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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. To evaluate, interpret and analyse complex data/information provided by the Data and Information Research Officer, 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 AT3.3. Assess information of a sensitive and confidential nature, ensuring validity and make decisions in relation to relevance to ensure the protection of children and vulnerable adults. This includes assessing and making a decision in relation to third parties on home based applications determining the level of frequent unsupervised access to the particular vulnerable group.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. Prepare detailed reports in accordance with the Quality Assurance Framework making a decision as to whether information is relevant for disclosure or there is sufficient information that enables a decision to be made to return the request to the DBS at this stage. Ensure all relevant systems are updated with information in order to keep accurate records for future applications and any other interested parties.6. Research and analyse Common Law Police Disclosures (CLPD) ensuring relevant requests are passed to the Data and Information Sharing Officer – Advanced (DBS) for disclosure and closing all other requests following the required checks ensuring timely and ethical decision making.7. Respond to Barring requests in relation to updates eg., case progression, sex offenders current address etc.8. Manage own case load ensuring the timeliness and quality of information input is in accordance with the required standard and meets the current service level agreements and the risk to the Force's integrity by late or non-disclosure.9. Provide support to peers through mentoring and buddying.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Responsibility for annually processing approximately 150,000+ 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 of 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**

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| • Willingness to undertake and ability to successfully complete IT courses required for the role | Essential |
| • Practical experience of IT packages including database use and interrogation | Essential |
| • Is able to demonstrate research and analytical skills using them to evaluate information as an aid to making an informed decision. | Essential |
| • Is able to demonstrate a good standard of written and verbal communication | Essential |
| • Knowledge of the Data Protection Act 2018 and Human Rights Act. | Essential |

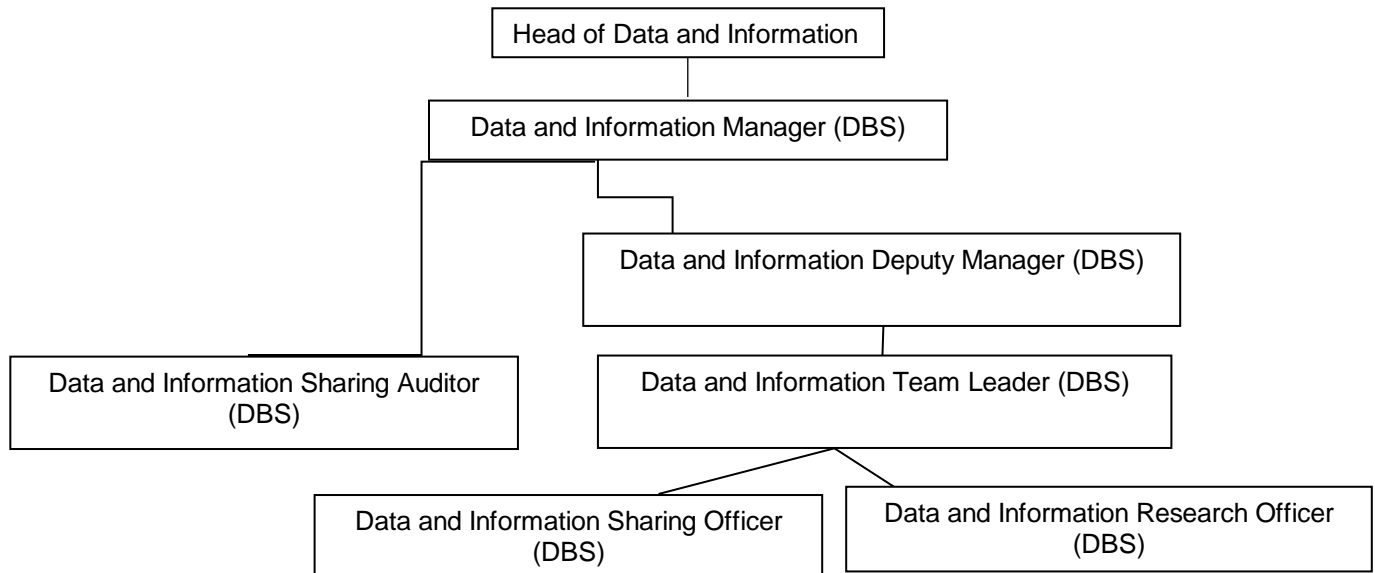
Other (Physical, mobility, local conditions)

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| • Ability to pass aptitude tests at entry level | Essential |
| • 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 at AT3 up to disclosure making accurate and successful decision
- Ensure all work is completed in a timely manner in line with current SLA
- Ability to deal with and identify complex information in a logical manner
- Has attended and passed all relevant IT and other courses required for role
- Displays good working knowledge in searching techniques to identify information
- Displays good working knowledge of relevant computer systems
- Is able to complete basic Barring and CLPD requests

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
- Has a detailed knowledge of systems and procedures of the department and how it fits within the force
- Is competent in the discarding of information at AT3.

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	30/07/19