



Role Title	Disclosure Assistant	Reporting to	Senior Disclosure Officer
Section	Information Management	District/Department	Quality & Standards
Tenure	N/A	Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To provide an effective & efficient customer focussed service in relation to the research and administrative support provided to the Disclosure Unit ensuring compliance with current legislation and force policy and that local and national deadlines are consistently achieved.
--------------------------------	---

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 research, risk assess and make decisions in relation to relevance, sustainability and evidential strength of the disclosure of conviction and non-conviction as well as other disclosures (eg Data Protection and Freedom of Information disclosures) in accordance with Home Office circulars, legislation, local performance targets and ACPO guidance.3. To receive and record applications made under the Data Protection and Freedom on Information Acts, as well as through other disclosure requests, ensuring that all letters and chasers are sent promptly so as to comply with statutory timescales and requirements.4. To prepare responses to standard requests for disclosure, as well as dealing with all necessary redactions to the requested documents so as to ensure that they comply with legislative requirements.5. To provide advice and assistance in relation to disclosure enquiries, as well as preparing reports in response to requests from external agencies (eg Civil Court proceedings) and members of the public, ensuring compliance with current legislation and Force Policy for the disclosure of information.6. To undertake the recording and administration of Disclosure matters in order to improve the service provided (eg Dealing with internal mail, updating filing systems, shredding of information in line with retention policy, stationery orders).7. To examine information provided by investigating officers and outside agencies against information held on Force systems in order to ensure the accuracy and completeness of the information held for disclosure purposes.8. To provide help and assistance to the Senior Disclosure Officer with regard to the updating of the force publication scheme and the Section's Intranet site.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Processing of up to 950 Freedom of Information requests per annum.• Processing 850 Subject Access Requests; 700 Insurance disclosures, 240 Private law disclosures, 170 Lead Body disclosures received annually.• Processing 400 Private Family Law disclosures, 3,800 Notifiable Occupations requests, 6,000 CAF/CASS requests, 1,400 Notifiable Daily Activity Forms, 40 Notifiable Disclosures Regulatory Bodies and 15,000 Probation Service requests.• Dealing with over 150 Local Authority disclosures, 1,300 Placement with Parents requests, 500 ISA requests, 305 Alarms, 15 Jurors requests and 4,000 CICA requests each year.• Contributing towards Quality & Standards achieving its performance targets and priorities.

Work/Business contacts

Internal: Police Officers and Police Staff across the Force.

External: Members of the public, ACRO, ACPO, CRU, Prison Service, CAFCASS, CICA, Probation Service, NIS, Family Law Solicitors, Local Authorities, various professional organisations (eg DFES, GMC etc) and other Forces.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
|---|------------------------|
| • Able to demonstrate good level of numeracy and literacy skills. | Essential |
| • Has a basic knowledge of and is able to use computer packages and has demonstrates the ability to successfully complete IT courses required for the role. | Essential |
| • Can demonstrate a capability for undertaking research and analysis tasks. | Essential |
| • Has some experience of office systems and procedures. | Essential |
| • Some experience of delivering results in a customer focussed environment, ensuring customer satisfaction and that deadlines are achieved. | Desirable |
| • A basic knowledge of the Data Protection Act and its principles. | Desirable |

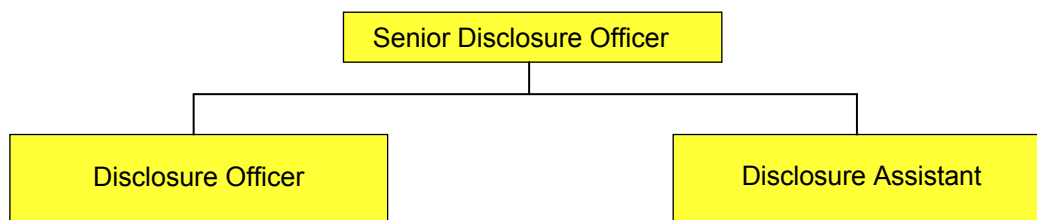
Other (Physical, mobility, local conditions)

- | Other (Physical, mobility, local conditions) | Essential or Desirable |
|--|------------------------|
| • Prepared to work flexible hours to suit the requirements of the Unit. | Essential |
| • Ability and willingness to travel for business purposes. | Essential |
| • Ability and willingness to work flexibly in order to support the work of the Disclosure Unit. | Essential |
| • Willingness to work in any post appropriate to the grade at such other place within the Force as may be reasonably required. | Essential |

Expertise in Role - After initial development - Level 2

- A working knowledge of the Data Protection and Freedom of Information acts and other disclosure legislation.
- Has a basic knowledge of systems and procedures of the department and how it fits within Information Management and the Force.
- Displays a knowledge of searching techniques to identify relevant data (eg nominal records).
- Has attended and passed all relevant IT and other courses required for the role.
- Displays detailed knowledge of relevant computer systems.
- Has a basic knowledge of available sources and methods of finding information.

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 knowledge of all relevant departmental and force procedures and practices.
- Has a detailed knowledge of systems and procedures of all department and how it fits within Information Management and the force.
- Is recognised as a source of information, for internal and external agencies, on matters related to the work of this department.
- Can interrogate force systems in order to extract research material for disclosure requests.
- Has a detailed knowledge of all relevant departmental and force procedure and practices.

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	2016