


<h1>Role Profile</h1>	<h2>Review Retain or Disposal Clerk Band B</h2>	
<p>To undertake reviews of all nominal records held within South Yorkshire Police’s electronic systems in accordance with the ACPO Guidance on the Management of Police Information (MoPI). To ensure that they remain necessary for a policing purpose, are adequate, up to date and compliant with all relevant legislation, thus ensuring that the public is protected and risks posed by offenders and other potentially dangerous persons are managed.</p>		
Core Responsibility	Activities	
Personal Responsibility	<ul style="list-style-type: none">• Complete administration procedures• Comply with health and safety legislation• Maintain standards of professional practice• Maintain standards for the Management of Information• Make best use of technology• Promote equality, diversity and Human rights in working practices• Work as part of a team	
Intelligence Activities	<ul style="list-style-type: none">• Evaluate information to determine its intelligence potential• Gather and evaluate information/intelligence to inform ongoing risk assessment• Use information/intelligence to support policing objectives	
Administration Support	<ul style="list-style-type: none">• Input, retrieve and present data using a computer• Maintain a record management system• Review retain and dispose of records and information	
Managing the Organisation	<ul style="list-style-type: none">• Analyse information• Conduct quality assurance checks• Evaluate information to support action• Manage Information• Gather information to support action• Process telephone calls• Provide customer service	
Behavioural Framework		
<ul style="list-style-type: none">• Respect for Race and Diversity A• Effective communication B• Teamworking C• Problem Solving C• Planning and Organising C• Personal Responsibility B• Resilience B		