

	<h2 style="text-align: center;">HUMBERSIDE POLICE</h2> <h3 style="text-align: center;">Role Requirement</h3>		<b>Objective Analysis:</b>
			<b>Post No:</b>
<b>Position Title: Disclosure Officer – Disclosure and Barring Service – Barring</b>	<b>Grade: Scale 5/6</b>	<b>Vetting Level:</b>	
<p><b>Overall Purpose of the role:</b>          To assist in the efficient and effective use of operational information and intelligence when responding to disclosure/information requests via Disclosure and Barring Service (DBS), Disclosure Scotland (DS), Northern Ireland (NI) in accordance with legislation, national guidelines including Home Office Circulars (HOCS) and DBS Quality Assurance Framework (QAF).</p>			
<b>Specific Roles/Tasks</b>			
<p>Receives and processes enhanced disclosure applications via DBS, DS, NI in accordance with DBS QAF and case law and responds to Barring requests in accordance with guidelines.</p> <p>Interrogates six key areas in relation to completing enhanced disclosures namely, CIS4 (intelligence/crime/domestic violence), legacy child protection, CATS, legacy custody, NSPIS custody, NFLMS. Additional systems namely PNC and Command and Control may be required depending on the application, information found and request from the Barring Service.</p> <p>Identify relevant information in accordance with the QAF in relation to DBS/DS/NI applications and information required to respond to barring request.</p> <p>Examines critically information in accordance with the DBS QAF for consideration of disclosure.</p> <p>Applies a test of relevance, using judgement, for disclosure based upon Home Office and DBS QAF guidance to information identified as a result of an application for DBS/DS/NI disclosure.</p> <p>Produces detailed responses to requests for information from Barring.</p> <p>Provides responses to the DBS/DS/NI in accordance with the time limits set out in the Service Level Agreement (SLA).</p> <p>Ensures all applications/responses are accurately recorded.</p> <p>Performs such other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility.</p>			

<b>Responsibility</b>	<b>Decision Making</b>
<p>The post holder is responsible to the Disclosure Manager for:</p> <p>Ensuring that there are adequate legal grounds to justify the disclosure of personal data from police computer systems for each request;</p> <p>Maintaining an up to date knowledge of legislation, policy and case law relevant to the role;</p> <p>Demonstrating initiative in relation to the 'relevant' of information in relation to DBS/DS/NI disclosures.</p> <p>Ensuring work is completed to a high standard and to meet guidelines;</p> <p>Ensuring that risks to the Force which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlines in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.</p> <p>You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>	<p>Although the post holder will work within defined guidelines, QAF, and relevant case law, they will be expected to use judgement and initiative to determine the relevance of the information held in relation to each request for disclosure.</p> <p>The post holder will be expected to develop a detailed knowledge of disclosure procedures and related legislation in order to provide advice and make decisions as to whether information should be disclosed. Guidance will be available from the Disclosure Manager.</p>
	<b>Additional Information</b>
<b>Reports to</b>	<b>Direct reports:</b>

Disclosure Manager		
Prepared by:-	Confirmed by:- Date:-	Received by:- Date:-

### Person Specification

<b>Attainments/ Knowledge</b>	<b>Essential</b>	Literate and Numerate. Educated to GCSE standard or equivalent or practical experience to a level commensurate with the role. Possess an awareness of the application and principles of the Data Protection Act 1998 and the Human Rights Act
	<b>Desirable</b>	Possess a working knowledge of the application and principles of the Data Protection Act 1988 and relevant case law.
<b>Experience</b>	<b>Essential</b>	Experience of working in a confidential environment. Experience of operating computers to input, amend and retrieve information. Experience of undertaking research/project work. Proven experience in releasing information in accordance with respective legislation.
	<b>Desirable</b>	Experience of operating within a police environment. Experience of using MS office and force/national systems.
<b>Skills/ Specialisms</b>	<b>Essential</b>	Computer literate/keyboard skills in order to research a variety of systems to elicit relevant information. Ability to collate, analyse and evaluate large volumes of information. Excellent written and oral communication skills to be able to communicate at all levels within the force and outside agencies.
	<b>Desirable</b>	Thorough understanding of disclosure process in police environments.
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Demonstrates the ability to use initiative and judgement in the interpretation of issues, requests, etc, with an understanding of when to refer matters to supervising officers. Ability to seek out information from non-obvious sources. Demonstrates administrative/resource planning skills and is able to provide advice and guidance to other members of staff and can prioritise tasks effectively and uses a methodical approach to managing working. Self-motivated and able to work with minimum of supervision.
	<b>Desirable</b>	Background in releasing information. Ability to observe when managers need to be advised on areas of concern in the holding and releasing of data.

<b>Practical Effectiveness</b>	<b>Essential</b>	<p>Demonstrates attention to detail and accuracy in all tasks undertaken.</p> <p>Ability to work to schedules and deadlines.</p> <p>Confident manner with the ability to gain credibility with others.</p> <p>Is capable of developing and maintaining good working relationships and is able to empathise with client groups.</p> <p>Ability to work as part of a team.</p> <p>Willingness to learn and undertake a variety of tasks.</p> <p>Flexible to meet the demands of the post.</p>
	<b>Desirable</b>	
<b>Citizen Focus</b>		<p>A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.</p>
<b>Respect for Race &amp; Diversity</b>		<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times.</p> <p>Understands and is sensitive to social, cultural and racial differences.</p>