

 <p>HR Services putting people first</p>	HUMBERSIDE POLICE Role Requirement		Objective Analysis: 015 Organisational Support Post No:
Position Title: Review, Retain & Disposal (RRD) Officer	Grade: Scale 4	Vetting Level:	
<p>Overall Purpose of the role: Undertakes the review of operational police information in compliance with the ACPO Code of Practice on the Management of Police Information (MOPI), other legislation and the Force Review, Retention and Disposal (RRD) Policy. To assist the force in managing the risk to the public by operating within standardised procedures and to ensure data quality is of a high standard when applying the RRD processes.</p>			
Specific Roles/Tasks			
<p>Undertakes a continuous programme of reviews of person records held on operational force systems in accordance with the force RRD policy and legislation, in order to assess whether they remain necessary, relevant and up to date for a policing purpose.</p> <p>Searches Force and national systems which contain operational police information in order to identify and link records to an individual.</p> <p>Makes informed decisions on the retention or disposal of person records by applying the relevant criteria contained within the force RRD policy. This will include the setting of the review dates as per force policy and the application of the National Retention Assessment Criteria (NRAC) where appropriate.</p> <p>Assesses an individual's records for high risk patterns of offending and where relevant report these to the Records Supervisor.</p> <p>Assesses an individual's records which have been identified through the RRD process for accuracy, completeness, duplication and reliability, and where relevant undertake remedial action.</p> <p>Merges duplicate records identified through the RRD process into the primary golden nominal entry.</p> <p>Maintains record systems appropriate to the efficient operation of the Unit and to produce written and statistical reports as required.</p> <p>Liaises with the Data Quality Monitoring Officers to identify areas where poor data quality exists and where there is non-compliance with force policy.</p> <p>Performs other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>			

Responsibility	Decision Making
<p>The efficient operation of the functions as outlined within the RRD policy, legislation and published guidance;</p> <p>Assisting with the effective management of risk in order to protect the public and the reputation of the force;</p> <p>Ensuring the effective implementation of the RRD processes as per force policy;</p> <p>Maintains an up to date knowledge and understanding of current legislation and policy which is relevant to the role and ensures that this knowledge is reflected in local policies and guidance;</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 outlined in the Code of Ethics, at all times.</p> <p>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.</p> <p>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>The post holder will be expected to exercise their judgement in making a range of day to day decisions regarding the reviewing, retaining and disposal of information on Humberside Police operational systems. If there are any issues emerging that require clarification, then advice can be sought from the Records Supervisor.</p> <p>Although most decisions will be determined by existing guidelines contained in manuals and policy documents the post holder will be expected to use some level of initiative and judgement to interpret policies.</p>
	<th data-bbox="1096 621 2030 657">Additional Information</th>

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Reports To:		Direct reports:	
Records Supervisor			
Prepared by:- Workforce Planning Date:-	Confirmed by:- Tammy Naylor Date:- 03/10/2016	Received by:- Date:-	

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Person Specification

Attainments/ Knowledge	Essential	Literate and Numerate. Educated to GCSE Grade C Level or equivalent, or practical experience to a level commensurate with the role.
	Desirable	Knowledge of the purpose and functions of the internal police procedures for dealing with crimes, incidents and intelligence. Knowledge of relevant legislation e.g. Data Protection Act 1984, the Police Act 1996 and the Management of Police Information (2006, 2010, Authorised Professional Practice 2014)
Experience	Essential	Experience of working in a confidential environment. Experience of operating computers to input, amend, retrieve and evaluate large quantities of information.
	Desirable	Experience of working in a Police environment. Experience in the use of MS Office and local Force systems.
Skills/ Specialisms	Essential	Computer Literate. Possess keyboard skills. Excellent written and oral communication skills to be able to communicate with all levels within the force and external agencies. Good report writing skills. Self-motivated and able to work with the minimum of supervision. Excellent organisational skills – ability to plan, prioritise and co-ordinate. Ability to research a variety of systems to elicit relevant information.
	Desirable	Thorough understanding of legislation to the area of data quality in Police environments.
Decision Making/ Problem Solving/ Planning	Essential	Ability to be proactive in identifying improvements to working practices relevant to the post, from internal and external agencies. Demonstrates the ability to implement best practice, where appropriate. Demonstrates the ability to use initiative and judgement in the interpretation of issues, to reach well-reasoned conclusions with an understanding of when to refer matters to more senior staff. Ability to observe when managers need to be advised on areas of concern in the holding and release of data across the force. Ability to prioritise own workload.
	Desirable	Background in data management. Demonstrates an understanding of the impact of poor data recording processes and the need to balance the rights of the individuals in respect of privacy against the protection of the public.

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Practical Effectiveness	Essential	Demonstrates an attention to detail and accuracy in all tasks undertaken. Ability to convey confidence and credibility in approach to work and the ability to work under pressure and meet deadlines. Flexible to meet the demands of the post.
	Desirable	
Citizen Focus		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.
Respect for Race & Diversity		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. Understands and is sensitive to social, cultural and racial differences.