

Document Assessment & Disclosure Officer (CVF)

District/Department	Legal Services	Rank/Grade	Band D
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Role purpose:	<p>To undertake the role of Document Assessment & Disclosure Officer.</p> <p>Maintain accurate records of Legacy Incident material held by South Yorkshire Police e.g. documents linked to investigation, discipline, Inquests, Inquiries, civil litigation, etc. to generate a robust corporate memory.</p>
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Key Accountabilities:

Receive and read all material (statements, documents, interviews, etc.) linked to the legacy incident.

Provide detailed descriptions of relevant material, making decisions as to the sensitivity in accordance with GSC, policy, and linked civil and or criminal disclosure guidelines.

Assess information, undertake risk assessments, present analysis of findings, comment and make recommendations for the disclosure of information, consulting information managers, officers and other third parties where appropriate.

Assessing and dealing with highly confidential and sensitive information e.g. RIPA (Regulation of Investigatory Powers Act), Legal Professional Privilege (LPP), etc. to ensure appropriate handling and disclosure risk assessment measures are in place.

Make disclosure decisions and cause responses to requests within the agreed criteria.

Consult with the Office Manager on the development of Administration Process and Quality Assurance to ensure accurate and timely processing of material.

Implement appropriate monitoring systems and produce Management Data on a weekly basis to the Office Manager.

Deputise for the Disclosure Office Manager in his or her absence and supervise Indexing staff in respect of the legacy incident.

Carry out any other reasonable duties within the overall function commensurate with the grading and level of the post.

Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level
	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	2
We take ownership	2
We are collaborative	2



South Yorkshire

POLICE

We deliver, support and inspire	2
We analyse critically	2
We are innovative and open-minded	2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential:
Professionalising Investigation Programme (PIP) Level 2 accredited or
Alternative relevant qualification/experience within a legal services or data management setting
Has experience and conversant with Criminal Procedure and Investigations Act (CPIA), Disclosure Manual and Attorney General Guidelines or
Has experience within a legal services or data management disclosure setting and conversant with Information Management, in particular the Data Protection Act (DPA), the General Data Protection Regulations (GDPR), and the Freedom of Information Act (FOI)
Work experience of computerised systems particularly operating and maintaining word and Excel
Ability to deal with highly confidential and sensitive information
Desirable:
HOLMES2 Trained
Familiar with and proficient in use of redaction concepts and technology (e.g. Adobe Acrobat Pro)