



South Yorkshire

POLICE**Disclosure Supervisor (CVF)**

District/Department	Performance & Governance	Rank/Grade	Band C
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Role purpose:	To supervise a team of up to 8 Disclosure Researchers, undertake performance management, audits and general supervision of staff who process enhanced disclosures under Part V of the Police Act 1997 in line with the quality assurance framework (QAF)
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Key Accountabilities:

Allocate workloads to both Disclosure Researchers and Decision Makers (cradle to grave) to ensure weekly targets are met

Undertake Quality Assurance Audits on staff to ensure compliance with policies, procedures and the Quality Assurance Framework and conduct monthly Connect audits on ALL staff based in the unit.

Provide support and advice to all Disclosure Researchers in relation to the processing of enhanced Disclosure & Barring Applications to work with Children/Vulnerable Adults

Direct and advise staff who are required to search all relevant computer systems ensuring that they have the full knowledge and full training to perform the role

Conduct regular 1:1,s and 1st level PDR reviews on all Disclosure Researchers

Maintain relevant statistical and management information on a weekly and monthly basis

Ensure compliance with all HR policies for Absence, Leave, and Capability processes

Undertake any other disclosure work, as directed by the Disclosure Manager

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.*

<u>Competency</u>	<u>CVF Level</u> 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	1
We deliver, support and inspire	2
We analyse critically	1
We are innovative and open-minded	1



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POLICE

Core values for ALL employees:

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential:

Work experience of computerised systems particularly operating and maintaining word and Excel

Ability to deal with highly confidential and sensitive information

Ability to supervise a team and carry out performance reviews

Ability to multi task in a busy office environment due to continued changing priorities

Desirable:

Previous supervisory experience gained in a police or legal environment

Management Qualification

Knowledge of Police Act 1997 and Safeguarding Vulnerable Groups Act 2006