



South Yorkshire

POLICE**Role Profile (CVF)**

District/Department	Performance & Governance – Data Office	Rank/Grade	Band C
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Role purpose:	To work as part of a team within the Disclosure Unit. Collect, analyse and assess the relevance of information gathered in support of the Enhanced Disclosure process in line with the quality assurance framework (QAF) and Home Office circular 5/2005.
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Key Accountabilities:

Interrogate, collate, research and evaluate information from Force systems including PNC, Firearms, CATS, CMS, OIS and Custody in order to identify relevant information, thus ensuring compliance with Part V of the Police Act 1997 and various Home Office Circulars

Act as 2nd Line Decision Maker in relation to the relevance of Force held information

Research PLX notifications, impending prosecutions and other relevant hits which have been identified through the checking process

Maintain a working knowledge of relevant legislation on disclosure, including Part V of the Police Act, the Data Protection Act and relevant Home Office guidance on disclosure

Undertake risk assessor decision making work including gathering evidence and completing the disclosure document AT3 in accordance with the Quality Assurance Framework

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

Report critical backlogs and any special issues to the Disclosure Manager with proposed solutions as appropriate

Ensure that national CRB & ACPO disclosure Service Level Agreements are met

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	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential:
Proven experience of computerised systems particularly operating and maintaining Word and Excel
Ability to deal with highly confidential and sensitive information
Proven experience of collating, analysing and evaluating information to provide a risk based rationale
Working Knowledge of the Disclosure & Barring Service and Safeguarding Vulnerable Groups Act 2006
Desirable:
Experience of Police Systems