



South Yorkshire

POLICE

Role Profile (CVF)

District/Department	Performance & Governance	Rank/Grade	Band D
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Role purpose:	To lead the team of Disclosure Risk Assessors, including overseeing their workload and monitoring their performance. Ensuring that cases presented to the Chief Officer Delegate in relation to DBS Disclosure are accurate and fully furnished with relevant information to support decision making under Police Act 1997, Common Law D51551 and the Safeguarding Vulnerable Groups Act 2006.
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Key Accountabilities:

Deputise for the Disclosure Manager in his or her absence and support the Chief Officer Delegate in providing efficient services for the delivery of Part V Police Act 1997.

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

Produce partially disclosed documents, transcribe information and prepare into a format suitable for Disclosure whilst maintaining the accuracy of such documents.

Ensure that the application of any exemption from disclosure or redaction of information is fully documented together with the rationale for the decision.

Prepare reasoned and articulate recommendations for non-disclosure /disclosure with relevant supporting case law in accordance with the Chief Constable's responsibilities.

Provide administrative support in accordance with the policies and procedures of the Section and to receive training and assist with other areas of the Section when required.

Process and advise on requests for the disclosure of police information from external parties in accordance with relevant obligations, Home Office, ACPO Policy, GDPR, Common Law Police Disclosure and the Barring Service

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.

Oversee the management of performance for the Disclosure Unit, implementing the appropriate monitoring systems and produce Management Data on a weekly basis to the Disclosure Manager.

Consult with Disclosure Manager and Team Leader on the development of Administration Process and the Quality Assurance Framework

Support the force in achieving its objectives by ensuring checks on persons applying to work with children and the vulnerable are undertaken by the section in a timely manner.

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



South Yorkshire

POLICE**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
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: Ideally between 4 and 6 of each**Essential:**

Current Supervisory/Management experience, including a knowledge of Recruitment and Selection, knowledge of HR policies. Performance Management of a team including managing the welfare of staff and policies relating to Capability & Discipline procedures.

Level 3 Management Qualification or equivalent experience that can be evidenced.

Experience of interrogating/maintaining and retrieving data/information using various computer and manual recording packages to write accurate reports at a Senior Level.

Knowledge and Understanding of Part V of the Police Act 1997, Common Law Police Disclosure and the Safeguarding Vulnerable Groups Act 2006 and be apply to apply this.

Experience of communication by various methods, including working groups, team meetings and meetings at Senior Level and able to present reports in a clear and concise manner.

Experience of analysing information sourced from OIS/CMS/PNC/CATS/CONNECT ensuring that only relevant information is sourced and documented to assess the risk of harm to the Vulnerable.

Desirable:

PNC Names Trained