



Disclosure – Review / Redaction Officer (Legacy Project)

District/Department	Legal Services	Rank/Grade	Band C
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Role purpose:	<p>To work as part of a team within a bespoke Disclosure Unit.</p> <p>In line with current legislation and policy, you will be required to review and redact material for disclosure.</p>
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Key Accountabilities:

Interrogate, collate, research and evaluate information from legacy systems to deliver service within a bespoke Disclosure Unit.

Ensure compliance with the Data Protection Act (DPA), the General Data Protection Regulations (GDPR), the Freedom of Information Act (FOI), and relevant Force policies.

Maintain an up-to-date working knowledge of relevant legislation and policy regarding disclosure.

Review and identify redactions required to comply with relevant legislation and policy.

Present accurate and compliant reports to the Disclosure Manager to enable strategic risk assessment and decision making ahead of partner consultation, and subsequent disclosure.

Report any disclosure issues or risks to the Disclosure Manager with proposed solutions as appropriate.

Ensure disclosure is consistent with Service Level Agreements and Redaction Policy.

Working to strict deadlines.

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	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



South Yorkshire

POLICE

Core values for ALL employees:

Integrity
Impartiality

Public Service
Transparency

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

Essential:

Working knowledge of Data Protection Act (DPA), the General Data Protection Regulations (GDPR), and the Freedom of Information Act (FOI)

Experience of analysing information to source relevant information for disclosure

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

Ability to deal with highly confidential and sensitive information

Desirable:

Familiar with and proficient in use of redaction concepts and technology (e.g. Adobe Acrobat Pro)

WFP 19 JUL 22