Disclosure Researcher

District/Department	Communications	Rank/Grade	Band B

Role purpose:	Research data held on Police National computer, Local Police Systems and the Police National Database. Ensure discrepancies are researched to maintain the integrity of the system. Also to maintain any other relevant SYP IT systems. Interrogate systems and provide data to support department and Force objectives.

Summary of Main Duties:

Interrogate, research, collate and evaluate information sourced from Police systems including PNC, CATS, Lynx, NFLMS, CMS, Custody and Procad in order to identify relevant intelligence information thus complying with Legislation & Force Policies

Receive action, record all enquiries from both Internal and External partners, update, and maintain database's for audit trail purposes.

Maintain full working knowledge of both statutory legislation and force policies in relation to disclosure of criminal records and intelligence data from PNC, Local systems and PND

Update relevant systems with data gleaned through the disclosure processes

Liaise with Force Departments/Districts, other Police Forces, Government Agencies and other Outside Agencies

Receive and action telephone calls

Carry out general associated administrative tasks such as photocopying, filing, faxing etc.

Undertake any other duties or tasks commensurate of the role.

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 https://profdev.college.police.uk/professional-profile/test-4/	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

Shortlisting Criteria: Experience, Education and Skills: *Ideally between 4 and 6 of each*
Essential:
Proven ability in the use of window-based computer systems, including MS Word and MS Excel.
Previous experience of working within an administration environment.
Previous experience of achieving targets and working towards Service Level Agreements & deadlines
Ability to work with a high degree of accuracy
Desirable:
Should possess good communication skills both written and verbal and be able to work on your own initiative.

WFP 8 Jan 19