



South Yorkshire  
**POLICE**

## Disclosure Assistant

District/Department	Data Office	Rank/Grade	Band B
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Role purpose:	The post holder will provide administrative support to the Information Compliance Unit and handle finances as appropriate under the relevant legislation.
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### Summary of Main Duties:

Log all information rights requests and manage those that require ID with a 14 days turnaround.

Action applications made under the ACPO ABI Memorandum of Understanding, including arranging and monitoring invoicing of the fees.

Deal with telephone enquiries and queries that may be directed to the Unit by means of a central facility.

Provide administration support to the Data Office in respect of subject access and freedom of information.

Receive, log, acknowledge and distribute incoming correspondence on a daily basis.

Undertake general filing and photocopying duties as appropriate and necessary, maintaining current and archive filing systems.

Develop and maintain an understanding of Information Security, Data Protection and Freedom of Information issues.

Carry out basic system checks to support the functions of the Information Rights Team.

Any other duties commensurate with 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	CVF Level
<a href="https://profdev.college.police.uk/competency-values/">https://profdev.college.police.uk/competency-values/</a>	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
<b>Core values for ALL employees:</b>	
Integrity	Public Service
Impartiality	Transparency
<b>Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i></b>	
<b>Essential Criteria (used for short-listing):</b>	
Evidence of practical application of Microsoft Computer Packages	
Experience of providing admin support to a unit	
Experience of data input	
<b>Desirable:</b>	
Awareness of Data Protection and Freedom of Information legislation	
Awareness of Association of Chief Police Officers'/ABI Memorandum of Understanding	