

Job Title: Disclosure Tactical Advisor	
Job Evaluation Number	C343

JOB DESCRIPTION

Job Title: Disclosure Tactical Advisor	Location: Various (see job advert for details)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: CJ Detective Inspector	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is: coach, develop and train operational staff to improve the knowledge and standards of managing disclosure. Oversee and provide disclosure advice and direction to investigation teams and officers whilst maintaining and improving the capability of the disclosure champions network within the area of geographical responsibility.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Advise OICs (Officers In Charge) and operational disclosure officers on the examination of material retained under CPIA (Criminal Procedure and Investigations Act) for selected investigations to ensure statutory compliancy.

2. Assist the OIC / operational disclosure officer(s) to assess the relevancy of material, and, when required apply the disclosure test to ensure statutory compliancy.

3. Manage, maintain and administer the TVP disclosure champion's network within their geographical area of responsibility. Proactively approach / engage relevant role holders to join the disclosure champions network (e.g. new role holders) and share disclosure best practice / knowledge.

4. Proactively identify individuals and teams to deliver organisational training / coaching to enhance CPIA knowledge and capability across investigation teams by: working with training designers to create required training materials, developing CPD, scoping for changes in legislation and / or processes to ensure compliancy. Undertake coaching of relevant individuals or teams when specific issues are identified (e.g. when 'upskilling' is required)

5. Work with the other Disclosure SMEs to share and develop disclosure best practice to ensure consistency across the disclosure champion network. When required, provide resilience to other Disclosure SME's when capacity allows.

6. Maintain continuous professional development and occupational competence, ensuring a high level of knowledge and understanding of disclosure relating to; policies, subject matter expertise and statutory compliance.

7. Manage and oversee a process for random dip-checks of live casefiles to ensure statutory compliancy. Ensure required actions are taken to promptly correct live casefile errors.

8. Undertake specific aspects of project work related to disclosure when requested by the relevant Detective Inspector or Detective Chief Inspector.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments;
The role is key in two different aspects of disclosure management. The main element will be the advisory role on selected cases within their geographical area of responsibility. Due to high levels of demand the role holder will need to manage expectations of senior officers and managers by prioritising who they provide assistance to. They will manage their own workload by working with the relevant Detective Inspector. The secondary element will be one of training and coaching.
Planning and preparation are key to ensure the role holder meets and advises on strict statutory timescales whilst maintaining activity on live investigations so that officers are kept on task. The role holder will need to manage competing demands and a large workload whilst exhibiting good levels of personal resilience. The post holder is trusted to advise on decisions regarding the disclosure of material in serious and complex investigations.
Post holder will be expected to become a Subject Matter Expert on Disclosure issues acting as a coach and mentor to officers within the champion's network.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Proven experience in an investigative role with an ability to understand the complexities and sensitivities of investigations.	E
2. Proven ability to ensure compliance with statutory requirements by understanding and applying all relevant aspects of the Criminal Procedures and Investigations Act 1996, relevant Codes of Practice, Data Protection Act and Attorney General Guidelines.	E
3. Possess or willingness to complete role specific training (training will be provided)	E
4. Excellent communication skills, both oral and written, in order to support and advise at all levels of the organisation. Proven ability to negotiate and influence when challenged by managers at all levels of the organisation.	E
5. Ability to work on own initiative and to exercise sound judgement. Ability to work for extended periods of time with minimal supervision whilst prioritising workloads. Proven ability to work to and meet short deadlines whilst managing heavy workloads. Ability to demonstrate flexibility with constantly changing priorities.	E
6. Hold a full UK driving licence. The role requires flexibility to travel to different locations across Thames Valley. Working hours, travel requirements and level of flexibility are specific to each role and will be discussed at interview.	E
7. Possess good computer skills with experience of using MS Office functions PowerPoint, Word, Excel and Force systems. Ability to administer, organise and manipulate large amounts of data on spreadsheets.	E
8. Possess the ability to maintain a high degree of integrity and trust whilst dealing with sensitive and confidential information.	E