

Job Title: Disclosures Officer	
Job Evaluation Number	B178

JOB DESCRIPTION

Job Title: Disclosure Officer	Location: HQ South
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DBS Unit Team Leader	Band level: 3G
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 to: provide an effective checking and safeguarding service to the DBS to aid the Service Level Agreement between Thames Valley Police and the DBS. Make informed and accurate decisions in order to identify potentially relevant information which may present risk to children and vulnerable adults.

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. Assess information identified by DBS Researchers for potential disclosure to the DBS and make disclosure recommendations to Line Management. Make significant, autonomous decisions in relation to non-disclosure of information with due consideration for relevancy, proportionality and corroboration of information in line with the Quality Assurance Framework.
2. Assess information for potential disclosure to employers and registered bodies under the Common Law Police Disclosure (CLPD) process and make disclosure recommendations to Line Management. Make significant, autonomous decisions in relation to non-disclosure of information with due consideration for relevancy, proportionality and corroboration of information in line with the National Quality Assurance Framework.
3. Respond to requests for information from the DBS Barring arm to facilitate decisions in relation to their management of the barred lists.
4. Be point of contact for the CLPD process, providing specialist advice to officers and relevant external organisations.
5. Liaise with partner agencies and other police forces to ensure appropriate consideration of information in relation to risk to ensure public safety.
6. Provide a point of expertise in relation to DBS knowledge and the application process, providing professional advice to customers, colleagues and external agencies.
7. Assist managers in identifying and implementing improvements in procedure to deliver a better quality of service and performance.
8. Attend meetings and represent Team Leaders in periods of absence.

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

Further Comments:

The DBS Unit processes around 70,000 applications per annum at a rate that varies on a daily basis. Applications have varying levels of complexity. In addition the DBS Unit processes around

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398 disclosure requests from the barring arm of the DBS of varying complexity. The DBS Unit also manages the Common Law Police Disclosure process with demand that varies widely on a daily basis.

Post holder must manage their own workload making decisions on whether to escalate individual applications in line with local and national procedures.

Independently makes non-disclosure decisions on significant cases that sit below the Team Leaders and Chief Officer Delegate.

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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Meticulous attention to detail and the ability to gather and record information effectively within set procedure in a logical and easily understood format and style.	E
2. IT literate including proven experience in the use of word processing (preferably Microsoft Office applications). Trained, or be willing to be trained, on the Police National Computer and Force systems including RMS NICHE.	E
3. Proven ability to communicate effectively at all levels, including with internal and external stakeholders.	E
4. Proven ability to work proactively on own initiative, but also as part of a team.	E
5. Proven ability to act with integrity and manage sensitive information appropriately.	E
6. Demonstrable ability to develop knowledge of and understand complex information and legislation.	E
7. Proven experience of problem solving and decision making.	E
8. Working knowledge of the DBS and CLPD scheme including the QAF and related legislation and guidance.	D