

HEDDLU GWENT POLICE – ROLE PROFILE

Role:	Disclosure Officer
Service Area:	Criminal Justice and Information Services
Department:	Information Services
Responsible to:	Information Services Manager
Responsible for:	Disclosure Administrators
Role Purpose:	To manage enquiries relating to the disclosure of police held information, making decisions about relevancy to the enquiry in accordance with statutory and non-statutory legislation.
Grade:	6
Date role last reviewed:	May 2018

Main Activities:

1. To process enquiries/applications in line with established procedures for the handling and disclosure of information relevant to Data Protection, Family Court Proceedings, Disclosure Barring and other civil disclosure matters.
2. To keep abreast of current, new and proposed legislation relating to the disclosure of police information.
3. To supervise and develop staff so as to provide an efficient and effective disclosure service to members of public and other agencies.
4. To research a variety of information sources and collate relevant information that may be required for disclosure, and evaluate information in accordance with legislation and guidance.
5. To prepare information for disclosure and disseminate to all necessary relevant parties within agreed timescales.
6. To liaise, confidently, promptly and professionally with internal personnel and outside agencies in respect of the work of the Unit.
7. To handle sensitive and confidential information appropriately, ensuring all

police information is processed for a policing purpose in accordance with locally held agreements, legislation and guidance.

8. To compile reports, correspondence and summaries of relevant information as required and refer matters to the Information Services Manager where necessary.
9. To attend hearings at the direction of the Court on behalf of Gwent Police and provide evidence of disclosure findings as required.
10. To provide statistical information in relation to disclosure matters as required and represent the Force in relation to disclosure issues at relevant forums.
11. To work unsupervised, applying initiative and knowledge gained in the handling of complex enquiries.
12. Demonstrate a strong commitment to delivering a high standard of service at all times by managing their own workload, prioritising to ensure all deadlines, performance targets and business objectives are met and a high quality of service to the customer is maintained.
13. To be aware of the Unit's objectives and ensure maintenance of, and adherence to, quality standards, service level agreements and customer requirements, highlighting areas for improvement where appropriate.
14. To promote and comply with Gwent Police's Strategic Equality Plan to support the development of a diverse workforce.
15. To take reasonable care of own and other's safety; to co-operate with managers / supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.

Special Circumstances:

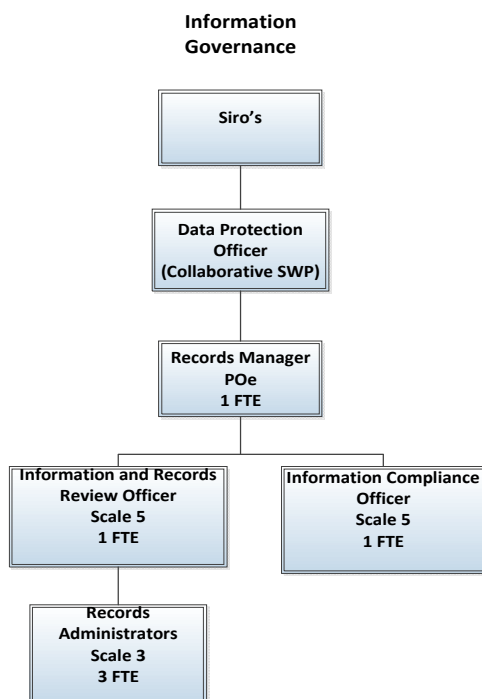
1. Gwent Police is a non-smoking organisation
2. All potential staff to Gwent Police must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must

display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.

3. Must have the ability to travel in and around the Force area to attend meetings and represent the Force as required.
4. The successful candidate will be expected to submit to vetting to an appropriate security level.
5. The post holder may have access to and be required to view material of a sensitive, or distressing nature.

Note: This job description is provided to give a broad outline of the job activities of this post. Gwent Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of Gwent Police you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

ORGANISATION:



Job Specific Criteria Areas	Maximum Word Count	Method of assessment, For example, application form, test, presentation or certificate
1. Attainments		
a.) NVQ Level 4 or equivalent minimum standards, or possess relevant experience. b.) Must have a Data Protection Act qualification or be willing to undertaking the relevant training course c.) Must possess a recognized supervisory qualification or relevant experience in supervising people.	300	Application Form
2. Experience		
a) Must be able to evidence extensive previous working experience of disclosing information, and providing rationale for the disclosure. b) Must be able to demonstrate excellent organisational skills and be able to work on own initiative. c) Must have experience of working to challenging timescales and the ability to perform under pressure. d) Must have proven experience of managing sensitive information in an ethical manner. e) Must have the ability to use Force and National systems	300	Application Form and Interview
3. Knowledge		
a.) Must have a high working knowledge of the Criminal Justice system. b.) Must have an in-depth and up to date working knowledge and practical application of the Data Protection Act, Disclosure, Management of Police Information and the Freedom of Information process. c.) Must be computer literate and proficient in Microsoft applications d.) Must have detailed knowledge of the use of Force applications, ie PNC, Niche or the ability to undertake training. e.) Must have extensive knowledge of police processes and procedures in relation to the management and disclosure of information	300	Application Form and Interview

4. We are emotionally aware	300	Application Form/Interview
<ul style="list-style-type: none"> •I treat others with respect, tolerance and compassion. •I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. •I remain calm and think about how to best manage the situation when faced with provocation. •I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. •I ask for help and support when I need it. •I understand the value that diversity offers. •I communicate in clear and simple language so that I can be easily understood by others. •I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly. 		
5. We take ownership	300	Application Form/Interview
<ul style="list-style-type: none"> •I actively identify and respond to problems. •I approach tasks with enthusiasm, focusing on public service excellence. •I regularly seek feedback to understand the quality of my work and the impact of my behaviour. •I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. •I give feedback to others that I make sure is understandable and constructive. •I take responsibility for my own actions, I fulfil my promises and do what I say I will. •I will admit if I have made a mistake and take action to rectify this. •I demonstrate pride in representing the police service. •I understand my own strengths and areas for development and take responsibility for my own learning to address gaps. 		
6. We are collaborative	300	Application Form/Interview
<ul style="list-style-type: none"> •I work cooperatively with others to get things done, willingly giving help and support to colleagues. •I am approachable, and explain things well so that I generate a common understanding. •I take the time to get to know others and their perspective in order to build rapport. •I treat people with respect as individuals and address their specific needs and concerns. •I am open and transparent in my relationships with others. •I ensure I am clear and appropriate in my communications. 		

7. We deliver, support and inspire		Interview
<ul style="list-style-type: none"> • I take on challenging tasks to help to improve the service continuously and support my colleagues. • I understand how my work contributes to the wider police service. • I understand it is part of my collective responsibility to deliver efficient services. • I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. • I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. • I support the efficient use of resources to create the most value and to deliver the right impact. • I keep up to date with changes in internal and external environments. <p>I am a role model for the behaviors I expect to see in others and I act in the best interests of the public and the police service.</p>		
8. We analyse Critically		Interview
<ul style="list-style-type: none"> • I recognise the need to think critically about issues. I value the use of analysis and testing in policing. • I take in information quickly and accurately. • I am able to separate information and decide whether it is irrelevant or relevant and its importance. • I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. • I refer to procedures and precedents as necessary before making decisions. • I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. • I recognise gaps and inconsistencies in information and think about the potential implications. • I make decisions in alignment with our mission, values and the Code of Ethics. 		

9. We are innovative and open-minded		Interview
<ul style="list-style-type: none"> • I demonstrate an openness to changing ideas, perceptions and ways of working. • I share suggestions with colleagues, speaking up to help improve existing working methods and practices. • I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. • I adapt to change and am flexible as the need arises while encouraging others to do the same. • I learn from my experiences and do not let myself be unduly influenced by preconceptions. 		

Signed : _____(Applicant – upon offer of appointment)

Dated: _____