

JOB DESCRIPTION



Role title:	Senior Disclosure Assistant
Grade and salary:	E - £22,677 - £27,690 (SCP 18 – 26)
Hours:	37 hours per week
Department or Division:	Corporate Services
Location:	Force Headquarters
Post reports to:	Disclosure Officer
Suitable for job share or part-time:	Yes
Other considerations:	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK to be eligible to apply.</p>

PURPOSE AND DESCRIPTION OF JOB ROLE:

The Information Management Department contains a number of business units taking responsibility for the delivery of key services to the force and external parties.

Working as part of a team, the post holder will provide support to the section, primarily in respect of services for the disclosure of information to external parties.

The section operates a flexible working regime to meet the changing demands of the business and the post holder will be allocated to duties in any of the business units as required. For the purposes of personal development, post holders should expect to gain experience in a variety of roles within the team.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Process and advise on requests for the disclosure of police information from external parties in accordance with relevant legal obligations, Home Office and National Police Chiefs' Council (NPCC) policy.
- Determine (in conjunction with Manager where necessary) and undertake or arrange for appropriate searches and retrieval of relevant information.
- Review responses to searches, advising on the applicability of exemptions from disclosure.

- Collate and analyse all information and evidence to make recommendations for disclosure, consulting information managers, officers in the case and other third parties where appropriate
- Produce partially disclosed documents, transcribe information, and prepare into a format suitable for disclosure.
- Undertake risk assessments and make disclosure decisions and cause response to requests within agreed criteria.
- Ensure that the application of any exemption from disclosure or redaction of information is fully documented together with the rationale for the decision.
- Oversee all enquiries within the statutory time limits (or other relevant timescales).
- Maintain effective payment systems to record appropriate fees and manage accounts payable.
- Maintain records and prepare statistics as required.
- Provide administrative support in accordance with the policies and procedures of the section, receive training and assist with other areas of the section as required.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Experience of analysing, preparing, and presenting information (including correspondence, reports and memoranda) to a high standard.
- Good verbal and written communication skills
- Ability to plan and manage work to meet deadlines.
- Experience of problem solving and resolution of complaints
- Working knowledge of information technology and associated systems (including Microsoft Office applications)
- Experience of providing specialist advice and guidance to customers.

Desirable:

- Experience of working in a criminal justice environment.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.