



Derbyshire Constabulary

Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

Closing Date	30th March 2018
HR Service Centre Contact	Tel Ext: 0300 330 1330 Int: 733 1001
Role Title	Senior Disclosure Assistant
Grade and Salary	Grade E Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply.
Hours	37
Suitable for job share or part time	Yes
Department or Division	Information Management, Corporate Services
Location	Force Headquarters
Post Reports to	Disclosure Officer
Other Considerations	<p>Please note that, due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy</p> <p>Subject to MV and SC vetting level.</p> <p>Flexible working hours scheme will apply</p>

Please note that applicants who are currently or who may be in the future subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply.

EQUALITY COMMITMENT

Derbyshire Constabulary is committed to equality and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

Derbyshire Constabulary has been awarded the Work Life Balance standard and can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

Purpose and Description of Role:

The Information Management Section is divided into 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 Role Responsibilities:-

The key objectives are:

- To process and advise on requests for the disclosure of police information from external parties in accordance with relevant legal obligations, Home Office and NPCC policy.
- To determine and undertake or arrange for appropriate searches and retrieval of relevant information.
- To conduct risk, harm and impact assessments and public interest tests to inform decision making.
- To review responses to searches, advising on the applicability of exemptions from disclosure.
- To make recommendations for disclosure consulting information managers, officers in the case and other third parties where appropriate.
- To make disclosure decisions and cause responses to requests within agreed criteria.
- To ensure that the application of any exemption from disclosure or redaction of information is fully documented together with the rationale for the decision.
- To produce partially disclosed documents, transcribe information and prepare into a format suitable for disclosure.
- To maintain effective payment systems to record appropriate fees and manage accounts payable.
- To provide advice and guidance as required within the responsibilities of the role.
- To maintain records and prepare statistics as required.
- To provide administrative support in accordance with the policies and procedures of the Section and to receive training and assist with other areas of the Section as required.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.
- To uphold the Force's values of Performance; Innovation; Responsibility; Respect; Integrity.

Skills & Experience required:-**Essential:**

- Ability to analyse, prepare and present information to a high standard.
- Experience of preparing correspondence, reports and memoranda.
- Evidence of good standard of grammar and spelling.
- Experience of problem solving and resolution of complaints.
- Experience of providing specialist advice and guidance to customers.
- Experience of working with information technology and associated systems.
- Knowledge and understanding of data protection and other relevant legislation and/or standards.

Desirable:

- Experience of working in a criminal justice environment.

Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills.

PERSONAL QUALITIES

The post holder will be assessed for appointment against the following behaviours. Derbyshire Constabulary's staff are assessed against these behaviours.

Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Leadership	<p>Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.</p> <p>Service delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p>
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to

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	the public.
Working with others	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Prepared by: Meryl Tomlinson
Checked by:
Date: August 2013