



ROLE PROFILE

Post Title:	Information Disclosure Officer	
Grade:	LC5	JE:1303B
Location:	Hutton, HQ	
Responsible to:	Information Disclosure Team Leader	

Job Purpose:

To receive and deal with enquiries relating to all disclosure matters concerning Family Court Proceedings and other civil purposes. To process a variety of enquiries / applications, conduct a variety of checks against various databases and make decisions about relevancy to the enquiry. To identify and redact non-relevant information and facilitate disclosure.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To process correspondence / enquiries in line with established procedures for the handling and disclosure of information relevant to Family Court Proceedings and other civil disclosure matters
- To identify and assess any matter relating to an application for information which may be relevant to a Force Disclosure area
- To conduct database and record interrogation, so as to collate any information that may be required for disclosure. To assess the information taking in to consideration the accuracy, sensitivity and confidentiality and application of the relevant legislation, such as relevant exemptions, prior to preparing for and disclosing to all necessary relevant parties within agreed timescales
- To ensure maintenance of accurate records and evaluation of data on/from Constabulary database systems
- To handle enquiries and process applications/ requests for /disclosure of information in line with agreements between the Constabulary and a number of external organisations acting in accordance with Home Office / NPCC directives or in line with formalised procedures as directed by the Constabulary

- To produce individual reports/summaries and written responses, as required, in a full and methodical manner. To refer matters to the Information Disclosure Team Leader as maybe necessary
- To assist in the formulation of future agreements when further disclosure arrangements are agreed as a result of legislative/organisational change
- To liaise, confidently, promptly and professionally with internal personnel, customers, other forces and outside agencies in respect of the work of the team, either in person or over the phone. Preparing clear and concise letters and reports on a variety of subjects as required
- To handle sensitive and confidential information in an appropriate manner, displaying professionalism and maintaining confidentiality at all times, operating on a 'need to know' basis and adhering to the rules of 'record, retention and disposal' of information
- To ensure all force procedures are complied with and provide general advice and guidance to internal staff at all levels within the Constabulary and external customers
- 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
- To be aware of the team's objectives and ensure maintenance of, and adherence to, quality standards, service level agreements and customer requirements, highlighting areas for improvement where appropriate
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post as directed by the Information Disclosure Team Leader

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership		
We are collaborative	1	Interview
We deliver, support and inspire	1	Interview
Intelligent, creative and informed policing		
We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Knowledge / Experience		
Working knowledge of information disclosure issues and legal/ practical considerations		Interview / Assessment
Experience of PC applications (Microsoft)	Knowledge of Constabulary ICT systems and their relevance to the work of the unit and general policing	Application Form / Interview
Experience of interrogating relevant ICT systems to administer and process a variety of checks on individuals or subjects by extracting relevant data and producing reports / summaries with a high level of accuracy		Application Form / Interview

and attention to detail		
Experience of communicating with a range of individuals / organisations both internally and externally seeking information, dealing with enquiries and providing appropriate advice, either by telephone, in writing or face to face		Application Form / Interview
Experience of evaluating information and making decisions		Interview
Proven experience of contributing effectively as part of a team to achieve shared objectives		Application Form / Interview
Experience of managing own workload and prioritising effectively to handle several tasks simultaneously ensuring deadlines and performance targets are met		Interview
Knowledge of the Data Protection Act, Freedom of Information Act and other relevant legislation, including Human Rights		Interview
Experience of maintaining and managing confidential records, paying particular attention to detail and ensuring the accurate recording of data and the confidentiality of the information		Application Form / Interview
Others		
Appointment to this post is subject to an enhanced level of vetting		Vetting Process
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy		Attendance to be checked post interview by Recruitment for internal staff, via references for external

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: May 2019