ROLE PROFILE

Post Title:	Review, Retention and Disposal Officer	
Grade:	LC5	JE: 1680
Location:	HQ, Data Protection Office	
Responsible to:	Records Manager	
Responsible for:	N/A	

Job Purpose:

To review information in compliance with the Review, Retention and Disposal (RRD) process in accordance with legislation and APP Management of Police Information guidelines.

To research all available force systems, identifying records linked to a person, reviewing and correcting as required.

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 make informed decisions in relation to the disposal of information and its retention beyond prescribed retention periods using the National Retention Assessment Criteria

- To research existing and available IT systems for information in order to review, retain and dispose of police information in compliance with the guidance on Management of Police Information (MoPI), legislation, NPCC guidelines and Policy

- To search existing and available IT systems to enable nominal entries on force information systems to be categorised according to the guidance on MoPI, legislation and NPCC guidelines

- To check the accuracy, completeness and reliability of records on available IT systems, in order to identify duplicate and/or inaccurate records for rectifying

- To assist the MoPI auditors by reviewing records identified via audit as directed

- To search existing and available IT systems containing MoPI relevant information, in order to identify all police records relating to a person thereby ensuring compliance with MoPI principles

- During the completion of the Review, Retention and Disposal (RRD) process to identify any errors or omissions and non-compliance, error trends and training or development needs, and recommend revised procedures, remedial and future action to the Records Manager

- To assist the Records Manager in undertaking RRD processes relating to those records which are not covered by MoPI

- To provide advice and guidance to staff within Basic Command Unit/Departments on matters within the post holders remit. Also to deal with enquiries from members of the public with regard information that has been retained or disposed of by the unit

• To carry out any other duties which are consistent with the nature, responsibilities and grading of the post as determined by the Records Manager	

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		
Knowledge of Data Protection and MoPI Guidance, in particular with regard to the rules governing RRD		Application Form / Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application Form / Interview
Experience of maintaining and managing confidential records, ensuring the accurate recording of data and the confidentiality of the information		Application form / Interview
Experience of evaluating information and making decisions		Application Form / Interview / Assessment
Demonstrates a high level of attention to detail		Application Form / Interview / Assessment
Experience of interrogating a variety of computer systems to elicit relevant information		Application Form / Interview
	Demonstrates the ability to assimilate knowledge of relevant policies and procedures	Application Form / Interview
Experience of contributing effectively as part of a team, working with minimal supervision, organising and prioritising own workload		Application Form / Interview
Other		
An acceptable level of sickness absence		Attendance to be checked post interview by Recruitment for internal staff, via references for external.
A flexible approach to working hours and practices		Interview

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 deems appropriate.

Date last updated: May 2019