



ROLE PROFILE

Post Title:	Disclosure Officer	
Grade:	LC 5	JE: 305
Location:	HQ – (DBS) Disclosure and Barring Service	
Responsible to:	DBS Supervisors	

Job Purpose:

To undertake checks on behalf of the Disclosure and Barring Service for employment purposes in relation to posts that are eligible for an Enhanced DBS Check. To process applications by conducting checks and research on various databases in order to identify both relevant and non-relevant information using the Unit's specific search criteria and the DBS Quality Assurance Framework (QAF). To complete written reports for the purpose of providing a clear and cogent audit trail/rationale to support a Disclosure Decision.

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 DBS applications for Enhanced checks on a continuous basis.
- To conduct checks on various databases including the Police National Computer using the Quality Assurance Framework to assist in identifying both relevant and non-relevant information.
- To quality check all applications processed in order to identify any data quality issues as well as eligibility and conflicting any applications back to the DBS where information is believed to be incorrect/inaccurate or the application is not eligible for an Enhanced Check.
- To interpret and analyse all information found using the Quality Assurance Framework to determine relevancy and to assist in decision making in relation to whether relevant information should be considered further.
- To complete accurate written reports consisting of a Hit Relevance table, a concise summary of all relevant information being considered further and a clear, cogent audit trail, recording all factors/considerations to support the disclosure decision prior to submitting to Supervisors/Managers.
- To liaise with internal personnel, DBS, outside agencies and other forces in

respect of the work of the Unit, either in person, by phone or via e-mail to obtain further information in relation to decision making and maintaining contact to ensure these requests are returned in a timely manner.

- To handle sensitive and confidential information in an appropriate manner, ensuring compliance with the Data Protection Principles at all times
- To demonstrate a strong commitment to delivering a high standard of service at all times by managing and prioritising own workload to ensure all performance targets and business objectives are met to ensure a high quality service is maintained.
- To have a working knowledge of Part V of the Police Act 1997 and other legislation in relation to the DBS process, ensuring that all documentation in relation to the Quality Assurance Framework and the Unit's own training/guidance material is kept up to date.
- To be aware of the Unit's objectives, Service Level Agreement and customer requirements, highlighting potential changes to improve efficiency/performance when required and to provide general advice and guidance to internal personnel as well as outside agencies.
- To maintain and update computerised records in relation to relevant logs for applications processed and those that are pending completion.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

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
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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

Knowledge/Experience		
Essential	Desirable	To be identified by
Experience of working with minimal supervision, organising and prioritising own workload within a busy environment to ensure targets/deadlines are met.		Application Form/Interview
Experience of communicating with a range of individuals/organisations to obtain information either by telephone, in writing or face to face.		Application Form/Interview
Experience of assessing and evaluating information to extract relevant data in relation to decision making and presenting findings in a written format with a high level of accuracy and attention to detail.		Application Form/Interview
Experience of handling and maintaining confidential records in accordance with the Data Protection Principles.		Application Form/Interview

Experience of working effectively as part of a team to achieve shared objectives.		Application Form/Interview
Experience of using Microsoft Software Applications, including MS Office – Word, Excel and Outlook as well as competent keyboard skills.		Application Form
Other		
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 applicants

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: October 2018