



Role Profile

Role Profile Part 1			
Role title	Disclosure & Barring Service Unit Disclosure Assessor	Grade/Rank	Scale 5
Dept/Area	Disclosure & Barring Service Unit	Vetting Level	RV
Responsible to	Disclosure & Barring Service Unit Supervisor	Staff line managed	None
Reviewed by (Line Manager)	Russell Jarvis	Date	28/07/2023
Purpose of Job	To be responsible for the assessment and provision of police information to the Disclosure & Barring Service (DBS) and for the purposes of Common Law Police Disclosures in order to protect vulnerable people from potentially harmful individuals that are working or seeking to work with vulnerable groups		
Key Accountabilities	1 . To follow the national and local Quality Assurance Framework (QAF) in order to process Common Law Police Disclosures and workflow sent by the Disclosure & Barring Service (DBS). 2. Record a comprehensive rationale to support decision making in accordance with relevant legislation, which is both auditable and compliant. 3. To manage own workload and tasks in a prompt, efficient and proactive manner, ensuring completion within service level agreements (SLA's) if applicable. 4. Initiate enquiries with local police units, other police force disclosure units and Home Office departments where necessary. 5. To give advice and take appropriate action to resolve -queries at the first point of contact whenever possible, being accountable for maintaining a high standard and managing the expectations regarding the service. 6. To maintain a working knowledge of current legislation 7. To give regular and effective service. Plus role holders will be allocated to one of the assignments below: Disclosure 1. To be responsible for the assessment of police information in respect of pre-employment Enhanced Disclosure & Barring applications. Barring		



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	1. To be responsible for the assessment, redaction and provision of police information in respect of DBS barring referrals. 2. To send Barring Investigation Packs to the relevant police personnel. 3. To act as the single point of contact in relation to barring referrals. Common Law Police Disclosure 1. To be responsible for the assessment and provision of police information under the Common Law Police Disclosure (CLPD) process. 2. To act as the single point of contact for CLPD Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role

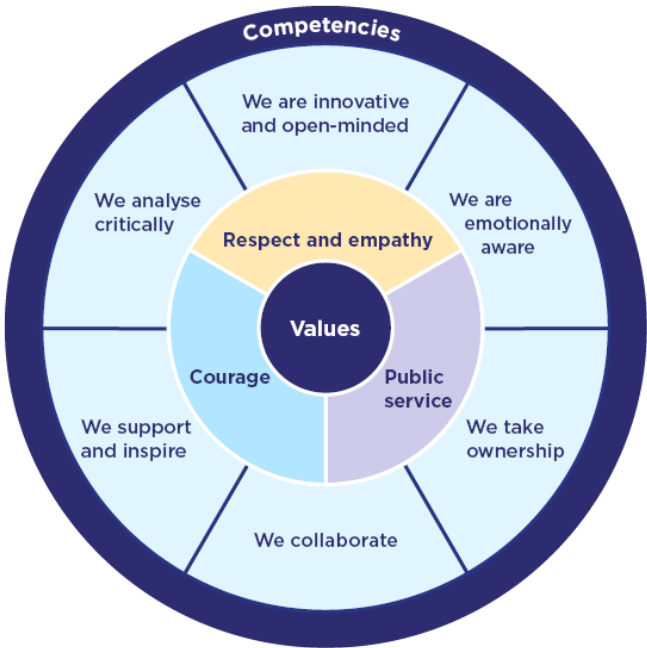


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Role Profile Part 2			
Education/Qualifications	Essential: - Educated to <u>Educated to QCF Level 3</u> OR work experience deemed to have brought the post holder to a comparable level. - RSAll Typewriting or appropriate experience in all applications within Microsoft Office. Desirable: n/s		
	Experience and Skills Essential: - Working in a busy office environment involving: - The use of computers for data entry, analysis and general office practise. - Good knowledge of Microsoft Applications, including Excel and Word. - Accustomed to high volume of work meeting deadlines. Desirable: - Knowledge of policing practices and terminology. - Knowledge of police computer systems, particularly the Police National Computer (PNC) and organisation and structure. - Clear understanding of the Data Protection Act.		
Approved by People Services	Julian Kloppenborg, Senior HR Advisor	Date	12/04/2021



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Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level n/a	
	We Support and Inspire	Level n/a	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		