PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Disclosure Officer
Generic Role Profile:	Legal
Salary Band:	TBC
Operational / Non Operational Role	Non-operational
Vetting Level:	Standard
Reporting to:	Police Sergeant
Specific Role Purpose:	The Disclosure Team receive disclosure requests from Children's Services, Courts, solicitors and private individuals, amongst many others, to support cases heard within the Family Courts. The team will review the requests, research what is required, collate all the relevant material and review it, redact sensitive information, paginate the product and return to the requestor within the Court-specified timeframes. The Team will also liaise extensively with officers, external partners, Legal Services and Courts in order to provide the best possible service.
Key Responsibilities:	• Receive and assess requests / Court Orders for proportionality, legality and realistic timescales. • Liaise with Legal Services and / or the requestor in cases where the request is deemed to be disproportionate and / or too complex to complete within the designated timeframes. • Research Force systems in order to establish the materials available for disclosure and to ensure that the records found relate to the nominals in question (and not a third party with the same / similar details). • For 'live' cases, liaise with relevant OICs and / or Legal Services regarding potential PII applications to withhold disclosure of investigations / materials if the disclosure could jeopardise the case. • Extract the relevant information from Force systems, including but not limited to witness statements, photographs, crime reports,

	investigation logs, call out logs. • Obtain copies of audio 999 / 101 calls, Body Worn Video, digital interviews and mobile phone downloads where requested. • Redact the documentation ensuring 3rd party details, contact details, Police Intelligence, Police tactics and or any materials that would place police operations and or 3rd parties at risk are removed. • Redact Body Worn Video of 3rd party information. • Redact Digital Interviews of 3rd party information. • Compile the documents / material into a paginated format to allow accessibility by 3rd parties / Courts. • Raise Invoices for materials disclosed during private Family Law matters according to the directions of the court order (such as shared costs). • Dispatch materials via electronic means and / or tracked post. • Deal with any enquiries relating to missing disclosure and / or understanding of the materials provided.

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.*	
Essential:	Knowledge of Data Protection and GDPR is crucial. Without an understanding of the Data Protection Principles it cannot be understood why we withhold certain information. A clear understanding is required in order to appreciate the consequences of data breaches and the impact it can have on the Force and / or any 3rd parties.
Desirable:	Previous experience of collating large amounts of sensitive information and knowledge of redaction, the reasons why this is required and when it should be done.
Skills *This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.* *Refer to skills database for core operational skills*	
Essential:	• The ability to manage own workload, ensuring priority is given to compliance deadlines. • The ability to work as part of a team. • Good Communication skills to be able to deal with a range of different people, ranging from police officers, finance staff, Legal Services, 3rd party solicitors, members of the public, solicitors and Family Court Judges. • An understanding of PPU investigations is required in order to be able to

	identify any gaps in materials for disclosure.
Desirable:	• Good computer skills and good working knowledge of Police systems (this can be taught 'on the job' if necessary).

Hours of Work and Flexibility:	37.5 hours per week (cover between 8am and 4pm)
Agile Work Style: (if applicable)	Office-based

Restriction Level:	N/A