

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Disclosure and Barring Service Researcher
SCALE:	Scale 3/4
SUPERVISION AND CONTROL:	Disclosure and Barring Service Team Leader/Disclosure and Barring Service Manager
PLACE OF WORK:	Force Headquarters
HOURS OF WORK:	18.5

PURPOSE OF THE ROLE:

To undertake research dedicated to working within the Disclosure and Barring Service (DBS), of information held on police systems and assess the relevance. Ensure that activity supports the delivery of the Force Service Level Agreement between the Force and the Disclosure and Barring Service.

MAIN RESPONSIBILITIES:

- 1.** To prioritise and manage own workload in accordance with the DBS Service Level Agreement.
- 2.** To undertake DBS Quality Assurance Framework (QAF) functions in relation to conflicts, Police National Computer (PNC) information and local information.
- 3.** To carry out research in response to requests for DBS applications in accordance with the Local Information Search Rationale.
- 4.** Consider the relevance of information and document decisions utilising the appropriate QAF products.
- 5.** To undertake research in respect of DBS disputes relating to any inaccuracies of PNC. As directed by DBS, arrange for members of the public to provide elimination fingerprints, liaising with internal departments where necessary.
- 6.** To input all accurate and relevant data onto the DBS database, or to input 'no trace response' in accordance with local instructions.

7. Liaise with internal departments, outside agencies, members of the public and the DBS in order to progress disclosure queries/applications.
8. To identify duplicate and/or inaccurate records during research and make the necessary changes. Where necessary, pass to the Disclosure and Barring Service Team Leaders for advice.
9. To ensure compliance with the Data Protection Act legislation.
10. Any other duties or tasks as required within the scope of the role.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 22 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

DISCLOSURE AND BARRING SERVICE RESEARCHER

ESSENTIAL CRITERIA:

- 1.** Proven ability in collection, analysis and evaluation of information and be able to present information in an accurate format.
- 2.** To be able to work on own initiative, prioritise work and be flexible/adaptable to change.
- 3.** To be able to manage a high level of work and manage deadlines.
- 4.** To be able to maintain accurate records and filing systems.
- 5.** To be trained on the Police National Computer and local systems or able to pass all relevant courses, including in-house training provided in relation to the Disclosure and Barring Service Quality Assurance Framework.
- 6.** Experience of working in a highly confidential environment and of dealing discreetly with sensitive and often complicated people issues.
- 7.** A demonstrable commitment to ethics and the reputation of the Police Service and a level of awareness of equality issues appropriate to the role.
- 8.** Candidates must be able to demonstrate a level of awareness of equality & diversity issues appropriate to this role.

DESIRABLE CRITERIA:

- 1.** Knowledge of computer systems employed by police, both at a local and national level.
- 2.** Knowledge of legislation of the Data Protection Act.
- 3.** Knowledge of a variety of Microsoft applications.

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MARKING SPECIFICATION

ESSENTIAL CRITERIA

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6. Experience of working in a highly confidential environment and of dealing discreetly with sensitive and often complicated people issues.
7. A demonstrable commitment to ethics and the reputation of the Police Service and a level of awareness of equality issues appropriate to the role.
8. Candidates must be able to demonstrate a level of awareness of equality & diversity issues appropriate to this role.

TOTAL

	6	5	4	3	2	1
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KEY 1-Poor, 2-Markedly less than acceptable, 3-Slightly less than acceptable, 4-Acceptable, 5-Slightly more than acceptable, 6-Markedly more than acceptable

