

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	DBS Disclosure Analyst	Current Grade:	A005
Department:	Disclosure Unit, Cardiff	Area:	Force Headquarters
Reports To:	DBS Disclosure Unit Manager	No of Posts:	13
Level of vetting:	MV	Post Number:	HQ2862

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To work on behalf of BTP within the Disclosure Unit to undertake disclosure analysis in response to application requests from the Disclosure & Barring Service (DBS), Disclosure Scotland and Access Northern Ireland.

For processing purposes the post-holder is required to interrogate and analyse intelligence stored on all relevant BTP databases for the purpose of conducting safeguarding risk assessments and to facilitate the identification of a persons' eligibility for access to children/vulnerable groups in compliance with statutory, regulatory and procedural requirements.

The analyst will be required to share relevant information with external forces and agencies, whilst upholding the integrity of BTP and avoiding litigation liabilities against the force.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None –

Any Other Statistical Data

The Disclosure Unit receives an anticipated 319 applications daily

Fast Track – Approximately 15 applications daily

Hardship Escalations – Approximately 5 applications daily

Disclosure Scotland - Approximately 30 email applications weekly

Access Northern Ireland– Approximately 10 email applications weekly

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Research, analyse and evaluate all relevant information and intelligence as part of the risk assessment when processing applications.

Prepare and assess all relevant information when preparing and presenting clear, concise and accurate written reports and recommendations within the appropriate format to the appropriate evidential standard.

Remain professionally competent at using force computer systems and have a clear understanding of the Quality Assurance Framework, AT1 guidance document and the Data Protection principles.

Provide timely first-line decision-making and disclosures in accordance with relevant legislation and guidance, and ensure the legal entitlement of any such request and legislative time frames are met.

Ensure hardships and fast track applications are completed within the relevant time frame to meet KPI targets.

Act as a first point of contact for members of the public, professional bodies, stakeholders and colleagues, and provide professional advice, guidance and assistance, and to respond to enquiries appropriately whilst adhering to the Data Protection Act.

Liaise with Home Office Police Forces with the purpose of sharing information and intelligence.

Undertake comprehensive and enhanced research and analysis when investigating complex applications.

Interrogate and audit the veracity of all data stored on BTP computer systems, including PNC, Niche, JAS, Control Works, CHS and other intelligence systems to ensure accurate and relevant records are maintained in accordance with operational and national requirements, thereby helping the organization to eradicate or mitigate the risk of litigation or loss of public confidence in the service.

Process email applications from Disclosure Scotland and Access Northern Ireland in accordance to the relevant guidance and legislation.

Support and assist the Disclosure Unit Manager at all times, including the modification and development of local guidance documents, and deputise as and when required.

Identify issues to the data quality team in regards to the accuracy, consistency and integrity of the information being held thereby upholding the integrity of BTP and avoiding litigation liabilities against the force

Liaise with information owners to ensure the reliability of police information, making sure that PNC and local systems are accurate and data quality is maintained

Provide disclosure advice and guidance to members of the constabulary at all levels on issues concerning the disclosure of information through the DBS process, including sensitive or personal information as required

Prepare relevant written reports on an AT2-3 document, documenting the decision making rationale to create an audit trail of information that has been reviewed and when necessary make written recommendations on the level of disclosure information to be released.

Apply relevant legislation and knowledge in order to make effective decisions on whether information needs to be considered further or if the DBS check can be completed and returned to the applicant once processed by the

analyst.

E. DECISION MAKING:

Make decisions

When processing all DBS, Disclosure Scotland and Access Northern Ireland applications, the analyst is required to interrogate and make decisions on intelligence stored on all relevant BTP databases for the purpose of conducting safeguarding risk assessments.

The Disclosure Analyst is required to use their own judgement when assessing risk and harm issues an individual applicant poses to the vulnerable group in accordance to relevant legislation.

Through the application of experience and training, the relevant legislation should be interpreted on a case by case basis by the Disclosure Analyst who will be required to undertake further research, with both internal and external stakeholders, in appropriate circumstances, as part of the risk assessment process.

The analyst will have significant public protection responsibility when making their decisions as their decision-making will impact significantly on the reputation of British Transport Police. Each decision requires the post-holder to make informed, evidence-based decisions when assessing available intelligence in order to identify and assess the risk factors.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Disclosure Unit Manager; Disclosure staff; Senior Officers; Force Crime Registrar; Force Performance Monitoring Unit; BTPA; Specialist and Operational Units; Police Officers/Staff, PNC bureau, Scientific Unit, Records Management, Intelligence Divisions, Data Quality, Force Contact Centre, Justice Units, PSD Intelligence Unit

External

DBS; Disclosure Scotland; Access Northern Ireland; Train Operating Companies; Members of the Public; Police Officers/Staff and Government Agencies, Courts, Medical councils, Social Services, legal representatives

Liaise with Home Office forces for intelligence and information

Use other agencies intelligence where required



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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Educated to A-level or equivalent experience

Familiar in the use of police intelligence systems or equivalent research experience

Experience:

Experience of reasoning and decision making

Previous office experience and be able to demonstrate experience in the interrogation, collation and analysis of intelligence.

Previous experience of computer systems.

Experience of establishing and maintaining systems.

Experience of working under pressure to strict deadlines and managing a busy workload

Experience of working on own initiative and as part of a team.

Experience in auditing paper-based and electronic systems to ensure compliance in respect of relevant legislation, and more generally in respect of corporate filing plans.

Exercising judgment and interpreting complex guidance and legislation

Experience of working in a police environment with transferable skills and knowledge

Strong organization/research skills

Proven clerical/administrative experience

Experience in maintaining and managing confidential records

Skills:

IT literate and competence in Word, Excel and Powerpoint.
Excellent verbal and written communication skills.
Good standard of planning and organizing.
Must have proven research and analytical skills
Use of police information and intelligence systems
Ability to maintain/record a high level of accuracy while carrying out repetitive tasks
Ability to make effective decisions within a define set of rules/parameters
Actively seeks to find solutions to problems
Must have a flexible approach to work with the ability to develop new ideas and be willing to adapt to and accept change
Take on training as and when required
Must possess a professional attitude to work and be able to communicate in a confident manner with people at all levels within and outside the force
High levels of personal integrity and discretion are required for this role and are subject to management vetting

Knowledge:

Understanding and working knowledge of the Data Protection Act 1998, the European Convention of Human Rights, Protection of Freedoms Act 2012, Part V of the Police Act 1997 and the Safeguarding Vulnerable Groups Act 2006

Desired Criteria:

Qualifications and training:

A degree in an associated field

Familiar in the use of police systems such as PNC, NICHE, FIS, Control Works, Data Warehouse.

Experience:

Experience in electronic document and record management systems

Experience of previously working within an analyst role

Experience of working within a multi-agency environment

General understanding of MOPI guidelines

Skills:

Proven report writing skills.

Knowledge:

Knowledge of English and Scottish Criminal Legislation

Knowledge of Disclosure and Barring Service

Knowledge of Computer Misuse Act

- H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*
- The main challenge facing the analyst is the sheer volume of personal information held on the BTP systems. The post holder is required to consider every piece of information and make difficult decisions about whether the information should be considered for disclosure with reference to complex legislation and guidance. Only 10% of checks are audited therefore the analyst is responsible for all applications and will be accountable for their decision making.

I. AUTHORISATION DETAILS

Prepared By: Rhys Lewis, Disclosure Unit Manager

Date: 29/09/2016

Area Commander /FHQ

Helen Edwards, Head of Information Management

HoD:

Date:

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Evaluation Panel:

Date:

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