

## Job Description

<b>A Post Details</b>	
<b>Job Title:</b> DBS Officer	Grade: A006
<b>Department:</b> Disclosure Unit, Cardiff	Division: <b>FHQ</b>
<b>Reports to:</b> DBS Disclosure Unit Manager	Post Number: HQ2862
<b>Level of Vetting:</b> Management Vetting	Numbers in Post: <b>6</b>
<b>B Purpose of the Post</b>	
<p>To work on behalf of the British Transport Police and be responsible for receiving, assessing and processing applications from Disclosure and Barring Service (DBS), Disclosure Scotland and Access Northern Ireland in accordance with regulatory, statutory and procedural requirements</p> <p>The DBS Officer is responsible for all aspects of the DBS application process by interrogating a range of police systems to identify both relevant and non-relevant information to determine a person's eligibility to work with children and/or vulnerable adults by identifying any safeguarding risks and making appropriate and consistent decisions on complex and sensitive information.</p> <p>To complete quality assured written reports with the purpose of providing a considered rationale and a balanced and cogent audit trail to support a disclosure decision in line with the DBS Quality Assurance Framework (QAF) and relevant timeframes.</p>	
<b>C Dimensions of the Post</b>	
<p><b><u>Financial – Direct or Non-Direct</u></b></p> <p><b>Financial – Direct or Non-Direct</b></p> <p><b>None</b></p> <p>Staff Responsibilities – Direct or Non-Direct</p> <p><b>None –</b></p> <p>Any Other Statistical Data</p>	
<b>D Principal Accountabilities</b>	
<p>Provide an effective and consistent decision-making process to ensure any safeguarding risks identified are fully considered to ensure the correct outcome for each relevant case.</p> <p>To identify, analyse and evaluate a range of information from crime/intelligence reports on local/national systems, pocket note books, outside agencies, court extracts including the Judge's conclusion and summaries, train operating companies, other Police Forces, reviewing of physical case files and information received from the DBS applicant to build a profile. The DBS officer will determine whether the applicant poses any safeguarding risks to the vulnerable groups and if so, recommend disclosure. This often includes assessing complex cases where the information is highly sensitive and can be of a distressing nature such as Mental Health assessments, Pier Plans, VISOR intel reports and Victim Impact Statements.</p>	

Adhere to the Quality Assurance Framework (QAF) using it as the basis to deliver a standard process and audit trail to ensure a consistently high quality of delivery when considering information for disclosure.

QAF is the prescribed framework for decision-making, risk assessments, relevance considerations and audit-trail provisions which the DBS Officer will use when considering whether non-conviction or contextual details should be considered and disclosed for Enhanced Disclosure and Barring Service Check. This includes incidents for which the DBS applicant was never arrested, charged or prosecuted, or was found Not Guilty in a court of law; incidents which were dealt with by bodies other than the police (such as Local Authorities, employers, etc) and third party information about people other than the applicant. Due to the ambiguity of QAF and the nature of the information held, any relevant information must be fully assessed by the DBS Officer by determining the Relevancy, Substantiation, and Proportionality of such information. The interpretation and application of Case Law must be considered in addition to personal judgement when applying the QAF

To complete accurate, written reports of sufficient quality with a concise summary of all relevant information being considered further supported by a clear, cogent audit trail, recording all the factors and considerations to support your decision making in adherence to the requirements of the QAF.

To have a good knowledge of Part V of the Police Act 1997 and other statutory legislation in relation to the DBS safeguarding process, ensuring adherence to the Quality Assurance Framework (QAF) and Human Rights Act 1998.

To be responsible for liaising with DBS applicants by offering them the opportunity to make representations or to answer specific questions to aid your disclosure decision. This can include information gathering on third parties who may present a risk to the vulnerable groups through their connection with the applicant.

To be prepared to justify disclosure and non-disclosure decisions and attend court where necessary, providing evidence and rationale in support of decisions made.

To quality check all applications processed to identify any data quality issues as well as eligibility and conflict 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 act as first point of contact in providing professional advice and guidance to a range of queries received and maintaining contact to ensure these requests are dealt with and responded to in a timely manner.

To personally liaise with internal personnel, DBS, outside agencies and other police forces by phone or via e-mail in respect to the work of the Unit to obtain further information in relation to decision making, sharing information and intelligence gathering.

To ensure accurate and relevant records are maintained on the Police National Computer (PNC) and local systems and if applicable amend accordingly or instruct the relevant department to update. This must be done in accordance with operational and national requirements, thereby helping the organisation to eradicate or mitigate the risk of litigation or loss of public confidence in the service.

To use own judgement to assess any risk and harm issues when processing Disclosure Scotland and Access Northern Ireland checks whilst adhering to their individual legislation when considering information for possible disclosure.

To support the Disclosure Unit Manager and carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

<p><b>E Decision Making</b></p>
<p><b><u>Make decisions</u></b></p> <p>To use own judgement and be solely responsible for making decisions on the majority of DBS applications processed without any referral to line management.</p> <p>To make decisions on all information held and decide whether the information is relevant for disclosure in accordance with the current legislation in relation to the safeguarding of the vulnerable groups.</p> <p>To determine and provide information that you believe to be relevant to a DBS Barring referral when considering if an individual should be barred from working with children and/or vulnerable adults.</p> <p>Incorrect decisions can adversely affect BTP's reputation and negatively impact the lives of DBS applicants.</p> <p>To make specific recommendations and have input into decisions in relation to new procedures including the development of local guidance documents.</p> <p>Significant say in decisions</p> <p>Significant say on the degree and relevance of any information being released for disclosure on the face of an applicant's Enhanced DBS certificate.</p> <p>Responsible for considering any additional information received when investigating a DBS Dispute to determine whether to retain, remove or amend information from printing on an applicant's DBS certificate.</p>
<p><b>F Contact with Others</b></p>
<p><b>Internal</b></p> <p>Disclosure Unit Manager, Disclosure staff, Senior Officers, Police Officers/Staff, PNC Bureau, Scientific Support Unit, Records Management Team, Nominal Review Team, Data Protection Team, Intelligence Divisions, Force Contact Centre, Justice Units, Professional Standards Department, Intelligence Unit.</p> <p><b>External</b></p> <p>DBS, Courts, Disclosure Scotland, Access Northern Ireland, Train Operating Companies, Members of the Public, Home Office Police Forces, Independent Monitor, Medical Councils,</p>
<p><b>G Essential Criteria</b></p>
<p><b>Qualifications and Training:</b></p>
<p>Educated to A-level or possess equivalent work experience.</p>
<p><b>Experience:</b></p>
<p>Previous experience of working within a regulatory framework.</p> <p>Proven experience of researching, interrogating, reviewing and evaluating information from a range of sources to extract relevant data.</p>

<p>Proven experience of applying risk assessment techniques to make informed and balanced decisions in a safeguarding or similar role.</p> <p>Proven experience of writing complex reports and findings with a high level of accuracy and attention to detail.</p>
<p><b>Skills:</b></p>
<p>The ability to sift through large amounts of material utilising analytical skills to grasp key points</p> <p>Ability to maintain a high level of diplomacy and discretion in the management of confidential and sensitive information.</p> <p>Must have a flexible approach to work with the ability to meet tight deadlines and prioritise own workload.</p> <p>Ability to communicate with a range of individuals/organisations to obtain information either by telephone, in writing or face to face.</p> <p>Excellent interpersonal skills, problem solving skills and responsive to external customer needs and able to forge good working relationships.</p> <p>Ability to persuade and influence others, providing sound and justified rationale.</p>
<p><b>Knowledge:</b></p>
<p>IT literate and understanding of a range of computer systems.</p> <p>Understanding and working knowledge of the General Data Protection Regulation Principles, the European Convention of Human Rights, Protection of Freedoms Act 2012, Part V of the Police Act 1997, Safeguarding Vulnerable Groups Act 2006 and Protection of Vulnerable Groups (Scotland) Act 2007.</p> <p>The post holder is required to have an understanding on diversity and inclusion</p>
<p><b>Desirable criteria:</b></p>
<p><b>Qualifications and training</b>          Police National Computer (PNC)          Police National Database (PND)          Libra (Magistrates Court Case management system)          Microsoft Office (Teams, Outlook, Word &amp; Excel)</p> <p><b>Experience:</b>          Experience of using Microsoft Office.          Knowledge and experience of using and interrogating Police systems</p> <p><b>Skills:</b>          Commitment to continuous improvement and actively finding solutions to problems.          Professional and positive attitude with the ability to build relationships with key stakeholders.          Ability to assess information to identify characteristic and trends to establish patterns of behaviours</p> <p><b>Knowledge</b>          Knowledge of the Disclosure and Barring Service and the role it plays in safeguarding the vulnerable groups.          A basic understanding of the Criminal Justice System.</p>

### H Additional Information

Must be prepared to view and examine evidential material of a sensitive, distressing and /or disturbing nature

The DBS Officer is required to consider every piece of information and required to make difficult decisions about whether information should be released with reference to very complex legislation and guidance with consideration of the impact your decisions will have on the applicant.

This is a position which has the potential to cause serious financial and reputational harm to the Force if decisions made are erroneous or indefensible or if there is a failure in identifying safeguarding risks for those applying to work with the vulnerable groups.

The Unit receives more than 30,000 applications annually and less than 5% of these are audited and therefore the DBS Officer is responsible for the applications they process and are held accountable for their decision making

**For Panel to complete only:**

**Line Manager Approval:**

**Panel Approval: Reward Team**

**Date:14/10/2021**