ROLE PROFILE

Role Title:	**DBS Practitioner**
Rank/Grade:	**(B) Scale 3/4/5 (C) Scale 3-4 (H) A3 (supervisory)**
Job Family:	**Operational Support**
Reporting to:	**DBS Supervisor**
Main purpose of the role:	To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. To provide a competent service to Disclosure and Barring service customers and partners, in order to protect children and Vulnerable Adults. To provide administrative support to enable the efficient provision of service and ensure that Service Level Agreements are met.

Key Responsibilities
• Compile and assess sensitive disclosures, ensuring their validity, accuracy and relevance, whilst adhering to the Quality Assurance Framework for presentation to the Office Supervisor and Manager for processing/authorisation. • Providing advice to police and staff on all aspects of disclosure matters and information on related policy regarding disclosure issues. • Managing own case-loads, ensuring the timeliness and quality of information input in accordance with the required standards, including auditing DBS vetting procedures to ensure accuracy and relevance. • Dealing with DBS disputes as required. • Completing departmental administrative duties as required in order to record receipt, process, results, redaction and ultimately preparing disclosure reports for review by a supervisor and/or disclosure unit manager. • Update/amend systems local systems and PNC with updated/accurate information • Responsible for conducting Common Law Police Disclosure (CPLD). • Liaising with management from other local and national authorities and specialist police teams as required. • Processing statistical information on performance and efficiency. Liaising with and providing feedback to nominated force personnel in relation to disclosure performance standards. • Implementing and interpreting changes in procedures and guidelines as appropriate. • Dealing with enquiries of an urgent, sensitive and confidential nature. • Any other duties that are commensurate with the role and grade as may be requested by line management.

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Financial e.g. limits/mandates	**Non-financial e.g. staff responsibility**
• None	• Line management responsibility for staff and/or officers

Entry Requirements
• A good standard of education to at least GCSE standard or equivalent. • Knowledge of relevant legislation (D). • Attention to detail. • Ability to work effectively as part of a team. • Ability to work on own initiative, effectively prioritise work and work to strict deadlines. • Practical experience of IT packages, including database use and interrogation. • Analysis and evaluation of data and presentation of the findings in a structured way. • A high level of integrity and confidentiality. • Good standard of written and verbal communication for correspondence and reports and be able to speak to

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people face to face and over the telephone clearly and concisely.
- Minimum of 12 months working within a vetting environment (D).
- Ability to display a logical, clear-thinking and decisive approach in a professional, understanding manner whilst obtaining and assessing information.

The DBS Caseworker currently in Beds and Cambs are evaluated on a linked grade as there is progression to the next grade providing Level 2 competency is fully evidenced:

Level 1 after 6 months practical experience
- Full understanding of Police National Computer (PNC) and all other all other applicable databases once training has been completed.
- The ability to work unsupervised, using initiative when required.
- The ability to read, digest and evaluate extensive computer and paper files.
- Show confidence in processing DBS applications at initial stage.
- Show the ability to be trained to process DBS applications up to disclosure stage.
- Awareness of the principles of Equal Opportunities and the Data Protection Act.
- The ability to maintain a high level of concentration during periods of repetitive work, whilst ensuring a high level of accuracy and attention to detail is applied at all time.
- The ability to recognise that the applicant and colleagues are from a diverse background with varying lifestyles, whilst not allowing their prejudices to influence their decision making process.
- Able to start working towards building competency file to progress to the next stage.
- Adhere to the QAF when completing DBS applications.
- Capable of assessing information and forming a judgement.
- Ability to demonstrate excellent interpersonal, communication and customer care skills.

Level 2 Fully competent (Progression to Career Grade Stage 2, dependent upon meeting following criteria)
- Evidence of 2 years' experience of interrogating systems, retrieving information and handling caseloads to conclusion.
- PDR evidence of writing twenty disclosure reports with 95% accuracy.
- Evidence of high level of judgement and concise decision making skills.
- Sound awareness of Data Protection Act and implications.
- Full understanding of the capacity of the systems and retrieval of information through casework.
- Full understanding of Quality Assurance Framework and associated legislation.
- Evidence of assisting or mentoring new members of staff up to disclosure stage.
- Able to work with minimum supervision.
- The ability to demonstrate of level of resilience in order to deal with information relating to graphic, distressing and disturbing incidents on a day to day basis. The ability to locate documentation and present it appropriately (including any redacting or other Data Protection requirements) for onward transmission to the DBS.
- General understanding of legislation.

Any other General Requirements/Scope
- This role requires the post holder to have a valid UK driving licence / the ability to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder will occasionally be required to work additional hours as per contractual arrangements
- This role requires use of the Police National Database
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements
- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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Personal Qualities (Behavioural Competencies)
We are emotionally aware
I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.
We take ownership
I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.
We are collaborative
I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.
We deliver, support and inspire
I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.
We analyse critically
I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.
We are innovative and open-minded
I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.