

## ROLE PROFILE



<b>Role Title:</b>	<b>DBS Practitioner</b>
<b>Department/Unit:</b>	<b>Information Management Department</b>
<b>Rank/Grade:</b>	<b>(B) SC4/5 (C) SC4 (H) A3 (non-supervisory)</b>
<b>Reporting to:</b>	<b>DBS Supervisor</b>
<b>Main purpose of the role:</b>	To enable the smooth running of the BCH DBS Unit by responding to a range of enquiries from external and internal sources in order to protect children and vulnerable adults. Enquiries are often of a complex nature, so the post holder is to ensure that BCH meets its obligations to provide/disclose information in line with legislative requirements and to provide a cost efficient service. To assist with nationally and locally held data in relation to data quality, regarding accuracy, content and retention, i.e. ensuring data is fit for purpose and up to date. The role will contribute to safeguarding both the vulnerable and the public in general. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>□ Collate, assess and interrogate information held from a variety of BCH police systems along with the Police National Computer (PNC). Making decisions regarding either non-disclosure or disclosure whilst adhering to the Quality Assurance Framework (QAF), recording the rationale for such decisions. Taking into account, relevancy, risk, credibility and passage of time. Where proposal is to disclose, compiling text whilst ensuring its validity, accuracy and relevance. May involve liaising with internal/regional departments, local partner agencies, national regulatory bodies and the applicant.</li> <li>□ Update/amend local systems and PNC with accurate information regarding applications to work with children and/or vulnerable adults, i.e. safeguarding of the vulnerable including applications from DBS, Disclosure Scotland and Access Northern Ireland.</li> <li>□ Providing advice to police and staff on all aspects of disclosure matters and information on related policing regarding disclosure issues.</li> <li>□ Dealing with DBS disputes, fingerprint elimination matching and PNC content as required, processing and responding in a timely manner; research, collate and analyse all information disputed in order to produce a concise report. This may include risk, relevancy and identify any concerns in relation to safeguarding, including a recommendation to either amend, delete or retain information prior to submitting to a supervisor to assess the final decision.</li> <li>□ Managing own caseloads, ensure timeliness and quality of information input in accordance with the required standards, including auditing DBS vetting procedures ensuring accuracy and relevancy.</li> <li>□ Time critical disclosures are required in order to make a fully informed decision regarding safeguarding of the vulnerable.</li> <li>□ Completing department 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, including barring referrals.</li> <li>□ Responsible for processing Common Law Police Disclosures (CPLD). Assessing information making a decision regards the immediate risk and pressing social need. Sharing personal data externally in line with legislative requirements and BCH policies and procedures. Liaising with external agencies/bodies. To determine whether there is a legitimate right of access to the information and decide what information if any should be disclosed.</li> <li>□ Dealing with enquiries of an urgent, sensitive and confidential nature. May include access to information of a sensitive and/or distressing nature. To liaise with specialist safeguarding departments ensuring protection of any current investigations across BCH. Liaising with internal police teams, local authorities, national regulatory bodies and specialist and regional police teams as required.</li> <li>□ Implementing and interpreting changes in procedures and guidelines as appropriate.</li> <li>□ Maintain an understanding of policies and procedures such as Data Protection Act 2018, Police Act 1997, SVGA 2012. Common Law Police Disclosure (CLPD) protocols and the sharing of personal data ensuring these policies are adhered to.</li> </ul>	

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<input type="checkbox"/> Any other duties commensurate with the role and grade as may be requested by line management.
<input type="checkbox"/> Mentoring of Level one practitioners.
<input type="checkbox"/> Level one is for new practitioners, i.e. whilst undergoing training on all the tasks required to process DBS, Disclosure Scotland, Access NI applications and CLPD. Their work is initially audited 100% and the post holder is heavily supervised and monitored. The supervision and auditing elements gradually decrease as experience, competency and proficiency increases. Each new practitioner is allocated a mentor to provide support, guidance and assistance.
<input type="checkbox"/> Level two builds on all of the training tasks and experience gained within Level one as well as including new additional tasks and additional responsibilities. Practitioners progress to Level two once it is evidenced that they are deemed to proficient and competent in all tasks within Level one. After a period of time at Level two, the post holder is expected to deal with ALL of the tasks to be performed by a practitioner and can largely work with minimal supervision.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<input type="checkbox"/> None	<input type="checkbox"/> None

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Entry Requirements
<ul style="list-style-type: none"> <li>• A basic understanding of the Police Act 1997, Safeguarding Vulnerable Groups Act 2006 and Protection of Freedom Act 2012.</li> <li>• Good standard of written and verbal communications for correspondence and reports and to be able to speak to people face to face and over the telephone clearly and concisely.</li> <li>• Ability to demonstrate analytical skill, interpersonal skills and organisational skills,</li> <li>• Demonstrate good problem solving abilities with attention to detail and ability to meet deadlines.</li> <li>• Ability to communicate at all levels to elicit information and communicate decisions.</li> <li>• Practical experience of utilising ICT systems, including database use and data interrogation.</li> <li>• Ability to work under pressure and on own initiative.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to interpret, analyse, assess and present information.</li> <li>• Ability to maintain confidentiality at all times whilst working with sensitive data.</li> <li>• Mental resilience to cope with the distressing content of some files.</li> </ul>

Any other General Requirements/Scope
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- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire for work, meetings and training events.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours.
- 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 may be subject to a 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 treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

#### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

#### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

#### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

#### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

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I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.