



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

DIRECTORATE: Local Policing and Criminal Justice
AREA/DEPT: Criminal Justice
SECTION: Disclosure and Barring Service
JOB TITLE: **DBS RESEARCH & EVALUATION OFFICER**
REPORTS TO: DBS Supervisor
CURRENT RANK/GRADE: **C**
DATE: October 2021

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To process applications received from the Disclosure and Barring Service (DBS) in relation to persons wishing to work with vulnerable groups of society namely children and vulnerable adults, in a timely and accurate manner by providing the first tier decision making authority within the structure imposed by the National Quality Assurance Framework (QAF).

The post is funded by the DBS and the requirement and authority of the post is dictated by the statutory obligations placed on all Forces by the national Quality Assurance Framework (QAF).

2. PRINCIPAL ACCOUNTABILITIES: (Describe the important end results you are expected to achieve).

- a) Search, retrieve, review, analyse and evaluate information from various Force IT systems including PNC, Niche and Corvus in order to gather all relevant information relating to an applicant with a view to disclosure.
- b) Use evaluation techniques and decision making skills to identify duplicate nominal records on Corvus. Create links to identify the master nominal record thus ensuring that the quality of the information in Corvus is accurate and compliant with MOPI. This negates any errors, which could see an individual's secondary record(s) being omitted for analysis in relation to a DBS disclosure.

- c) Evaluate all DBS applications for completeness and use decision making skills to identify those that require returning to DBS as 'conflict' applications, via the DBS database, for clarification of information given or omitted. This ensures that all information systems are searched, using all names that the applicant may have used both past and present.
- d) Ensure the correct disclosure of information via DBS, in accordance with the Data Protection Act, by ensuring that all relevant records on National/local IT systems are updated and resulted correctly by liaising with the PNC & Data Access team and Data Management team within ICT.
- e) Examine evidence by obtaining case files (from Records Management Unit) and/or liaising with the officer in charge of the case as appropriate and document findings in accordance with QAF using the appropriate method products and audit trail forms.
- f) Analyse and evaluate the findings and prepare the Audit Trail (AT) Rational report, clearly documenting reasons for the disclosure recommendation, in accordance with QAF and if appropriate escalate to the DBS Serious Case Review Officers (SCRO) with appropriate briefing report.
- g) Receive and return all DBS applications, via the DBS IT system, ensuring that all information disclosed is accurate, follows the given format and is within the agreed service level agreement.
- h) Remain attentive whilst processing large amounts of work, thus ensuring that quality is not compromised by the need for quantity, as required by the DBS SLAs. It is imperative that information is not missed in order to properly safeguard vulnerable groups
- i) Provide advice and guidance to colleagues on the DBS team and also internal departments, external agencies and members of the public with regard to DBS disclosure issues when the need arises.
- j) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Postholder must be capable of examining and scrutinising information from force/national systems and making appropriate disclosure decisions in accordance with the Quality Assurance Framework (QAF)

A working knowledge of the guidelines and procedures concerning several government Acts below, so as to comply with the QAF and DBS policy, Home Office guidance and legislation.

Part V Police Act 1997
Safeguarding Vulnerable Groups Act 2006
Data Protection Act 2018
Offender Rehabilitation Act 2014
Human Rights Act 1998
Protection of Freedoms Act 2012
Home Office directives/guidance
National Quality Assurance Framework

A working knowledge of the PNC, Niche and Corvus to ensure that relevant information is identified; should information be missed at this first stage the resulting safeguarding gap could lead to the vulnerable being placed at risk of harm.

Skills & Abilities

The ability to analyse and evaluate information from various IT systems in order to identify the degree of relevance of information to aid the decision making process.

Communication skills both oral and written to liaise with internal and external agencies, to seek further information in order to complete the QAF Audit Trail forms.

Procedural, organisational and analytical thinking is required to ensure the DBS applications are received and returned within the agreed service levels with all information found having been analysed for relevancy/risk to the workforce/post applied for.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

No direct supervisory responsibilities.

(b) Supervision Received:

Reports to the DBS Supervisor but is required to work on own initiative.

(c) Other Contacts:

(i) Within Merseyside Police:

Regular contact with Prosecutions Unit, PPU, FIB, Data Management Team, Records Management Unit, PNC and Data Access and CMU. These contacts are necessary in order to gain / update information with regard to disclosure issues.

(ii) ***Outside Merseyside Police:***

Regular contact with the DBS and other police forces and ad hoc contact with local social services and probation offices and members of the public with regard to disclosure issues.

5. CONTEXT:

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

The DBS Team customers are the Disclosure and Barring Service, Disclosure Scotland, Access Northern Ireland and other police forces. The DBS Team supplies conviction/intelligence information to applicants/potential employers/external agencies to allow informed decisions to be made with regard to individuals and their suitability to work or undertake certain roles/duties with vulnerable groups in society.

The post holder has specific duties to analyse and then evaluate/risk assess information relating to applications forwarded from the DBS for people who wish to work with vulnerable groups in society namely children and vulnerable adults.

The post holder works within the force flexible working scheme. The post holder will have provision to work from home in accordance with Force policy.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Manages own tasks and carries out research/evaluation/risk analysis to objectives and priorities set by the QAF and DBS Supervisor. Act as the first tier decision maker concerning DBS applications.

Works within current legislation, Home Office directives, NPCC guidelines, the national QAF and to defined procedures and objectives set by the DBS Manager.

(c) ***Organisation:*** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Nil

Staff: Nil

Other: The DBS team is responsible for the accurate processing of approximately 90,000 enhanced disclosure applications and 300

barring arm enquiries annually. Force performance figures are published on national DBS website.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

Due to the nature of the work and as a result of the Soham enquiry and Bichard report, any mistakes/missed intelligence that is not disclosed to the relevant bodies can have a catastrophic effect on both the vulnerable and the force. The post holder must therefore work with the utmost concentration and be confident that their decisions are in accordance with the QAF and associated legislation.

To ensure that all DBS applications and all other enquiries are dealt with in a timely manner and returned within agreed SLA. Due to high volume of work and the time constraints involved, the post-holder will work in a highly pressurised environment.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The post holder is an integral part of a team that is measured on performance that is driven by the DBS and the agreed SLAs. These performance figures are published monthly on the DBS website where Merseyside's DBS performance is compared against all other national police forces.

The DBS funds all members of staff dealing with these enquiries. It is therefore imperative that the team performs to expected targets and service level