

Role Title: S4 Information Review Officer

Department	Information Management
Job Family	Business Support: Information Management
Job Family Level	Level 1: Service Deliverer
Professional Profile	

Role Purpose

Responsible for researching key Force systems to undertake reviews on person records to make recommendations on disposal/retention of Niche records in line with the requirements contained within the Management of Police Information guidance. The review will also cover the quality and lawful validity of data held on Police systems.

Role Accountabilities

- Review Niche person records and custody images deciding on retention or disposal to comply with the Management of Police Information guidance and Data Protection legislation, and completing the relevant documentation to be reviewed by supervisor prior to record disposal.
- Interrogate and analyse relevant local and national systems for consistency and make amendments as necessary.
- Risk assess data and understand the implications of complex data quality issues, and carry out the methodical resolution of any issues identified.
- Liaise with other departments and forces in order to resolve data discrepancies, ensuring compliance with business needs and Data Protection legislation.
- Run reports to identify records and risk assess results for an efficient review process.
- To respond to queries, provide advice and guidance for force system users and promote a 'right first time' culture.
- Develop areas of expertise in specific systems and processes across the Force as required, to meet the needs of the department and Force as a whole.
- Identify, contribute to ideas and provide feedback to peers within the team to ensure that processes remain efficient and purposeful, and to improve the management of information across the Force.
- If required, escalate issues found during review regarding high risk nominals that may require further attention from operational departments.
- Any other reasonable tasks as required by line management within skills.

Role is subject to Management Vetting which must be satisfied before appointment

Must be able to travel round the county

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

Experience, Qualifications & Skills

Prior Education and Experience

- Educated to level 3 of the Qualifications & Credit Framework (QCF) or equivalent experience
- Some experience of using different IT Applications to manage, evaluate and research information from a wide range of sources.
- Some experience of working within an Information Management Environment

Skills

Essential

- High degree of accuracy and attention to detail
- Ability to work in a methodical and organised manner
- Good verbal and written communication skills
- Awareness of Data Quality issues.
- Problem solving skills
- Ability to establish and maintain a good working knowledge of force systems

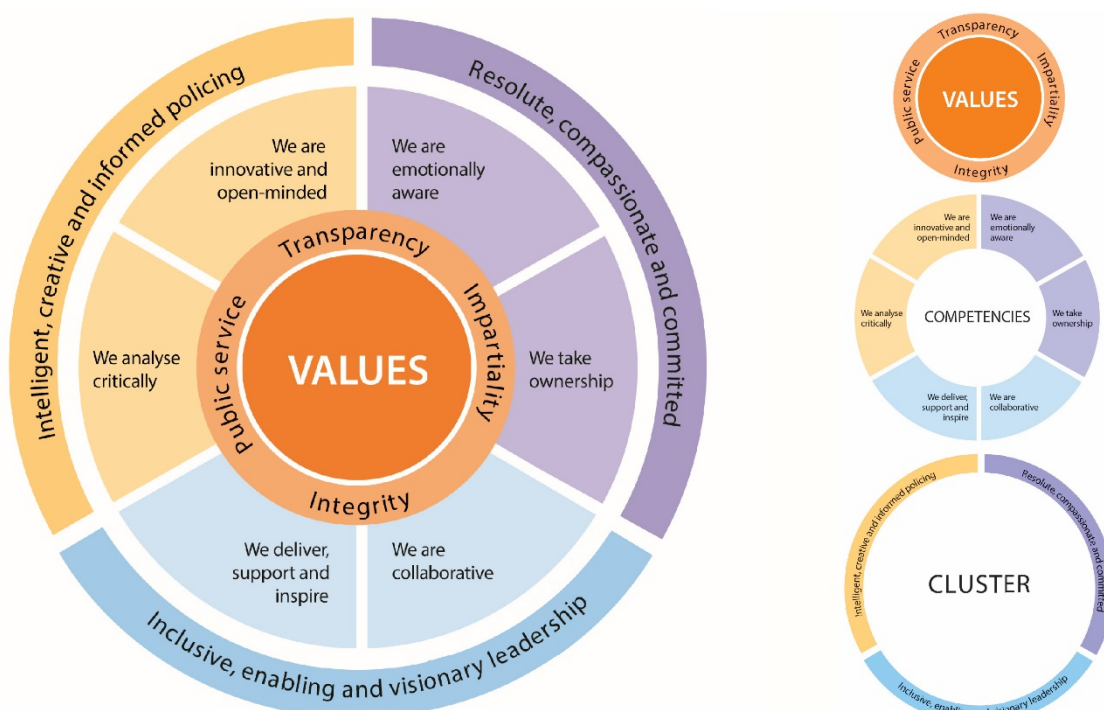
Continuous Professional Development & Mandatory Training Requirements

Mandatory Training		
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<p>Department Capability Training Requirement.</p> <p>A proportion of Officers will complete and maintain the below skills to ensure functionality of the department or unit.</p>		
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Behaviours – Competency and Values Framework for Policing (CVF)

All roles are expected to know, understand and act within the ethic & values of the Police Service.



This role is expected to operate at the below level for each competency.

See the attached for full details of the behaviour expected.

CVF Information



Cluster	Competency	Level
Resolute, Compassionate & Committed	We are emotionally aware	1
	We take ownership	1
Inclusive, enabling & visionary leadership	We are collaborative	1
	We deliver, support and inspire	1
Intelligent, creative and informed policing	We analyse critically	1
	We are innovative and open-minded	1

Additional Role Requirements

Vetting Level	Enhanced
Warranted/Designated Power	N/A
Allowances	N/A
Tenure Period	N/A
Politically Restricted Role (Police Staff Only)	N/A
IT Equipment / Software Required	Desktop
Apprenticeship Standard	N/A
Repeated exposure to content of a vulnerable or sensitive nature requiring an annual welfare check	N/A