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Police  
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**23/05/2006**

**Disclosure Adviser (CAFCASS/ SS/ ISA/ CRB) (Ref PH007 / 13629/14268/14270)**

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**Police Staff**  
**Disclosure Adviser (CAFCASS/ SS/ ISA/ CRB)**  
**Information Management Unit**  
**Role Definition:PH007 / 13629/14268/14270**

## ROLE DEFINITION

Dept / Area Command:	Information Management Unit	Section:	Information Management Unit
Post Title:	Disclosure Adviser (CAFCASS/ SS/ ISA/ CRB)	Post Reference:	PH007 / 13629/14268/14270
Post Grade:	Grade D	Location:	Bedlington
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Data Protection & Disclosure Adviser		
Staff Responsibilities:	Not Applicable		
Purpose:	Undertake research into conviction and non-conviction data on an individual, or individuals, in order to ensure that information disclosed is relevant and appropriate.		

### Key Responsibilities:-

- Interrogate local and national systems and records and contact appropriate agencies and operational officers, in order to gather information in relation to the individual or individuals concerned.**
- Assess information for relevancy and**

**proportionality, to ensure lawful and appropriate disclosure recommendations are made, in line with the CRB Quality Assurance Framework and local arrangements within CAFCASS.**

- 3. Provide management information, as required, in order to contribute to management decision making.**
- 4. Maintain an upto date knowledge of relevant legislation, attending workshops and seminars when necessary, to ensure the section provides an efficient and effective service.**
- 5. Deliver accurate and timely written and verbal communications to internal and external customers, in accordance with the Service Level Agreement, to ensure the section provides an efficient and effective service.**
- 6. Undertake awareness sessions, providing advice and guidance to staff, on the Quality Assurance Framework and other relevant systems, in order to improve efficiency and effectiveness within the section.**
- 7. Implement changes to systems and procedures, as directed, in order to contribute to the effective operation of the section.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.

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