



**Northumbria  
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**Role Definitions Owned by Personnel Department**

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**30/09/2019**

**DMAT Electronic Records Review Officer (Ref PH004 / 30201 / 30202)**

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**Police Staff**  
**DMAT Electronic Records Review**  
**Officer**  
**Information Management Unit**  
**Role Definition:PH004 / 30201 / 30202**

## ROLE DEFINITION

Dept / Area Command:	Information Management Unit	Section:	DMAT
Post Title:	DMAT Electronic Records Review Officer	Post Reference:	PH004 / 30201 / 30202
Post Grade:	Grade C	Location:	Ashington (some Agile working)
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	DMAT Team Leader		
Staff Responsibilities:	Not Applicable		
Purpose:	Undertake planned reviews of electronic information and data assets held by the Force to ensure compliance with the Force Review, Record and Disposal (RRD) policy which forms part of its commitment to DMAT.		

### Key Responsibilities:-

**1. Undertake the Review, Retain and Disposal (RRD) record processing procedure for DMAT as part of the ongoing management and assessment of information and data assets held by the Force.**



**2. Collate and assess electronic data and information assets across a range of folders in ensuring that any assessment of the information asset is accurate and appropriate, ensuring the database is updated accurately and provide an effective, timely service to internal stakeholders.**

**3. Carry out a range of computer based and administrative activities in connection with electronic records management in order to provide a structured review of records that is accurate and complies with appropriate legislation.**

**4. Inform the relevant DMAT Manager and Area Command/Department SPOC of any change in risk, liaising to identify appropriate management and control arrangements that may be put in place.**

**5. Assess information held on an electronic record(s) removing any data/information in line with retention periods, as appropriate, in order that only information held serves a purpose in line with internal retention and disposal procedures.**

**6. Provide management information as required, attend meetings to support the provision of information, advice and guidance to interested parties engaged in or associated with the DMAT process.**

**7. Carry out a range of administrative duties ensuring all databases and information records are dealt with in an efficient and timely manner.**

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

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