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Police  
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**24/03/2021**

**Family Proceedings Coordinator (Ref PH023/20878)**

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**Police Staff  
Family Proceedings Coordinator  
Information Management Unit  
Role Definition: PH023/20878**

## ROLE DEFINITION

Dept / Area Command:	Information Management Unit	Section:	Information Sharing
Post Title:	Family Proceedings Coordinator	Post Reference:	PH023/20878
Post Grade:	Grade F	Location:	Bedlington/Agile working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Data Protection and Disclosure Advisor		
Staff Responsibilities:	Allocated staff and trainees		
Purpose:	Manage and coordinate the Family Proceedings function and the associated Family Proceedings Protocol arrangements within the Force, ensuring that disclosures are accurate, relevant, legitimate and effective. Responsible for consistent liaison with external partners and bodies such as Public and Private Law Solicitors and the Courts.		

### Key Responsibilities:-

- 1. Manage the Family Proceedings function, including responsibility for staff to ensure that the Family Proceedings Protocol is managed effectively and that disclosures are accurate, relevant and legitimate.**
- 2. Establish and maintain effective working relationships across the organisation and with**

**relevant external stakeholders to ensure that family proceedings disclosure arrangements are undertaken appropriately and in a timely manner.**

**3. Acting as authorised signatory for disclosures undertaken in respect of Family Proceedings ensuring that disclosures are relevant, accurate and that they are provided in a timely manner and in accordance with accepted Court Orders.**

**4. Act as key contact and liaison between external applicants/organisations and internal stakeholders to effectively manage Family Proceeding Protocol requests, specifically where complex and sensitive processing is required.**

**5. Assess, manage and quality assure information disclosures to external organisations to assist in their assessment obligations.**

**6. Provide accurate and up to date management information and reports when required and identify and develop areas for improvement and gaps in assurance.**

**7. Support both external inspection and internal audit activity as required in order to achieve strategic objectives and outcomes.**

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

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## Categories