



Role Description

Post Title:	Disclosure Officer
Post Number:	CCL142
Directorate:	Corporate Services
Department:	Legal & Governance
Grade:	SCP 12 – 17
Reports To:	Principal Solicitor or a Solicitor nominated from time to time by the Principal Solicitor or Assistant Director of Legal & Democratic Services.

Purpose

To assist in the provision of a cost-effective and efficient legal service to the Council.

This post has been established to ensure effective management of police/regulatory bodies requests for social care information. To ensure compliance with the council's statutory duties and data protection legislation.

Responsibilities & Outcomes

1. To effectively manage all requests for social care information from external agencies such as the police and regulatory bodies.
2. To ensure that the correct processes are followed and compliance with data protection legislation.
3. To ensure that all requests are managed in a timely manner.
4. To liaise and work closely with Investigating Officers and/or other relevant agencies when dealing with disclosure matters.
5. To implement tracking and monitoring systems and to produce reports when required.
6. To support the reputation of the Council within the court arena and with other partners by working together with managers and ensuring effective and efficient service delivery.



7. To assist with the production of guidance, policies and training materials. To assist with the delivery of training, both in-house and to external agencies, as required.
8. Provide day to day support to our client departments as required.
9. Support St. Helens Council's good reputation within the Courts and external stakeholders by preparing comprehensive quarterly updates for the Principal Solicitor, identifying key strengths and areas for development.
10. To provide monthly updates to Assistant Director/Service Managers/Principal Solicitor.
11. Track Panel and meeting recommendations and actions and provide regular reports to the Chair (through the Principal Solicitor), as required.

Relationships

Key internal and external contacts

Within the organisation

- *All departments across the council, in particular Children's & Adults Services, Information Governance, Finance staff, Elected Members*

At a borough level

- *Any stakeholders, such as Police, Health /ICB; Educational establishments such as nurseries/schools/colleges; children's and adults residential homes, general public.*

At a regional level

- *HMCTS, Police, CPS, Health/ICB's, external regulatory bodies such as GMC, Nursing & Midwifery Council, National Crime Agency*

Generic responsibilities

These are standard responsibilities to be included in all job descriptions to ensure consistency across the Council.

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- To behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To undertake training and development as required.



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This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

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