



Person Specification

Post Title: Disclosure Officer

Post Number: CCL142

Knowledge	E = Essential D = Desirable	Identified By
Knowledge of data protection and information law and procedure.	Desirable	Application Form/Interview
Understanding of Local Authority procedures and practices, particularly as applied within a Legal Practice.	Desirable	Application Form/Interview
Knowledge of criminal investigations and legislation governing investigations such as Criminal Procedure Investigations Act 1996.	Desirable	Application Form/Interview
Skills and Abilities	E = Essential D = Desirable	Identified By
Ability to manage and prioritise own caseload, ensuring compliance with deadlines	Essential	Application Form/Interview
Ability to meet tight deadlines and demonstrate personal resilience	Essential	Application Form/Interview
Excellent organisational skills and ability to create systems relating to data collection, management and monitoring	Essential	Application Form/Interview
Excellent interpersonal skills	Essential	Application Form/Interview
Ability to work on own with minimal supervision, and flexibly as a member of a team	Essential	Application Form/Interview
Excellent communication skills, both oral and in writing	Essential	Application Form/Interview
IT literate, including experience of using redaction tools.	Essential	Application Form/Interview
Ability to be self-motivated and proactive, with a problem solving approach	Essential	Application Form/Interview
Experience	E = Essential D = Desirable	Identified By
Significant experience in a busy legal environment	Essential	Application Form/Interview

Experience of successfully managing your own caseload	Desirable	Application Form/Interview
Experience of managing, organizing and collating large volumes of information/records.	Essential	Application Form/Interview
Experience of dealing with confidential and sensitive information	Essential	Application Form/Interview
Experience of working under pressure with strict timescales	Essential	Application Form/Interview
Experience of working in a local government legal environment	Desirable	Application Form/Interview
Experience of writing and presenting reports and other information at variety of levels	Essential	Application Form/Interview
Experience of successful partnership working in Social Care, Legal, Police, Health and education.	Desirable	Application Form/Interview
Qualifications	E = Essential D = Desirable	Identified By
Fellow of the Institute of Legal Executives, law degree or equivalent.	Desirable	Application Form/Certificate
Other Circumstances	E = Essential D = Desirable	Identified By
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	Essential	Interview
Flexible approach to working hours	Essential	Interview
Driving Licence and access to a vehicle	Desirable	Application Form

