

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Vetting Supervisor	Current Grade:	B001
Department:	Professional Standards Department	Area:	FHQ
Reports To:	Force Vetting Manager	No of Posts:	1
Level of vetting	Management Vetting		

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To ensure that Vetting is conducted on all applicants to the British Transport Police, including police officers, staff, volunteers and contractors in line with the Vetting Code of Practice. .

To supervisor the vetting officers and provide cover for the Force Vetting Manager in his/her absence making decisions on vetting clearance and ensuring the timeliness of dealing with vetting appeals

To assist the Force Vetting Manager in implementing and extending the Force's Vetting Strategy with the aim of ensuring the highest levels of integrity and security within BTP.

To ensure the integrity of the force is maintained by rigorous adherence to Management Vetting and Development Vetting and ensuring the force complies with the ACPO National Vetting Policy

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Responsible for 5 Vetting Officers and 1 Vetting Administrator

Any Other Statistical Data

Provision of breakdown of vetting rejections to Home Office Police Forces to enable a database to be maintained. Current vetting statistics regarding vetting volume and turnaround of applications.

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

To ensure the supervision of the vetting team so vetting is conducted against applicants for posts within or working with the BTP meet the necessary standards of integrity expected by the force

To supervise and undertake detailed enquiries regarding the private and professional life, financial affairs, employment history and associations of staff and potential appointees to posts requiring enhanced vetting. To undertake precursor checks for Development Vetting.

To research, assess and interpret criminal intelligence and financial information (relating to applicants/family members), presenting the findings in a methodical way with attention to detail.

To liaise with departments within BTP and outside organisations to develop information and intelligence on applicants that may have an impact on their vetting.

To assess all roles within BTP and recommend levels of vetting for those occupying sensitive police and police staff posts

To conduct interviews in a sensitive manner with applicants, referees, former and current employers and friends as required, in order to compile an accurate report on the suitability of an applicant for a sensitive post.

To identify, investigate and assess any matter that arises that is a potential threat to the security and integrity of BTP

To liaise with Government departments regarding National Security enquiries and quality control information submitted to them, in respect of National Security matters received from applicants requiring enhanced vetting

To produce Intelligence reports for Professional Standards Department Intelligence Unit on any matters relating to the applicants suitability for employment which may be a potential threat to the security and integrity of BTP.

Assist the Force Vetting Manager in advising and developing and updating the Force Vetting Policy.

To give advice to BTP management and individual applicants on levels of vetting required, the mechanics of the vetting process and the completion of the relevant forms.

To liaise with the HR Business Centre and give advice as and when requested regarding vetting matters.

To provide cover for the Force Vetting Manager in his/her absence.

Attend meetings on behalf of the Force Vetting Manager ensuring that BTP are represented at both National and Force level.

To train/mentor new vetting officers and be responsible for the ongoing training and development of the vetting officers and to ensure work is prioritised according to demands/force priorities

To present a professional image in order to give confidence to persons being vetted that all vetting matters will be dealt with in a confidential, sensitive and fair way and also to give confidence to other members of BTP that their security is being enhanced as a result of this process.

E. DECISION MAKING:

Make decisions

Decision maker on vetting clearances

Significant say in decisions

Decisions in regarding vetting failures to the Force Vetting Officer.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

SMT Ranks, Divisional Commanders, All areas of PSD, HR Business Centre and Line Managers in relation to Vetting

External

Department for Transport,

UKSV and all Home Office Police Force Vetting staff in relation to Vetting

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Experience as a Vetting Officer (at least 3 years)

PNC Trained, knowledge of Police IT Systems

INI Trained/PND trained

Supervisory training

Experience:

Proven investigative experience

Experience in interviewing techniques

Experience in interrogating computer databases.

Supervisory

Skills:

Interpersonal skills for presentations, enquiries and complaint handling

Analytical skills for research, cultural awareness,

Knowledge:

Knowledge of legislation, regulations, Policies, Procedures and good practices concerning vetting

Ability to act discreetly and maintain confidentiality at all times.

Desired Criteria:

Qualifications and Training:

Writing skills

Interpersonal skills for persuasion, influencing, liaison and advice giving

Experience:

Experience in financial profiling
Experience in intelligence analysis
Skills:

Knowledge:

Knowledge of the legislation , regulation and good practice concerning Data Protection Act
Knowledge of National Policing systems

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Taking prompt and decisive action in relation to problems encountered in the vetting process
Where personnel are rejected this will and does lead to highly emotional enquires/phone calls from applicants.

I. AUTHORISATION DETAILS:

Prepared By: Eirwen Shannon - Force Vetting Manager Date: 15/10/2018
Area Commander
/FHQ HoD: _____ Date: _____
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