BRITISH TRANSPORT POLICE

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 Administrator	Current Grade:	A004
Department:	Professional Standards Department	Area:	Force Headquarters
Reports To:	Force Vetting and Audit Manager	No of Posts:	1
Level of vetting:	Management Vetting	Post Number:	

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

To support the Vetting Team in undertaking vetting for all levels of police officers and staff, within the framework of the Force Vetting Policy.

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

Financial – Direct or Non-Direct

No budgets are controlled by the job holder.

Staff Responsibilities – Direct or Non-Direct

N/A

Any Other Statistical Data

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

Complete accurate data entry onto the Gateway vetting database within agreed timescales.

Provide a full administrative service to the Vetting Team including (as required) typing, email, word processing, creating and maintaining files and databases to track activities and workloads.

Research collate and analyse information and prepare timely reports, files, briefing papers and presentations to enable the Vetting Team on a variety of matters, often of a sensitive and confidential nature.

Act as first point of contact for all callers and visitors ensuring they are dealt with promptly, efficiently and courteously. Conduct written and telephone communications on behalf of the Vetting Team as required.

Organise meetings and events for the Vetting Team, including any travel and accommodation required.

Maintain, update and archive documents and folders in compliance with BTP procedures and Data Protection Act and Freedom of Information Act principles and provisions.

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E.   DECISION MAKING:

Make decisions

Prioritising own workload

Significant say in decisions

N/A

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

Internal

All levels of BTP personnel

External

N/A

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

Essential Criteria:

Qualifications and Training:

Minimum GCSE grade C in English Language and Mathematics or equivalent qualification or experience.

Experience:

Previous experience of data entry work requiring high levels of accuracy.

Previous administrative or secretarial experience with a high level of organisational ability and attention to detail.

Experience in exercising diplomacy, tact and discretion in managing sensitive, personal and confidential matters.

Skills:

Practical skills using MS Office applications

Excellent verbal and written communication skills

Ability to work under pressure to tight deadlines

Excellent planning and organising skills

Ability to maintain confidentiality

Knowledge:

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Desired Criteria:

Qualifications and Training:

Experience:

Experience of working for a police force, or in a policing environment

Skills:

Knowledge:

Understanding of the Data Protection At and Freedom of Information Act

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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.*

Vetted to MV Level.

I. **AUTHORISATION DETAILS**

Prepared By:	Joanna Whiting	Date:	26th June 2013
Area Commander /FHQ HoD:	Alistair Lawson	Date:	
Evaluation Panel:		Date:	

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