

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 Researcher	Current Grade:	A005
Department:	Professional Standards Department	Area:	FHQ
Reports To:	Vetting Supervisor	No of Posts:	3
Level of vetting:	MV	Post Number:	

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

To undertake vetting research for all levels of police officers and staff, both internal and incoming, within the framework of the Vetting Code of Practice and APP. Providing support to Vetting officers and Supervisors. Providing efficient, proactive and confidential administrative support with daily management of the Vetting inbox, providing customer focused, professional high standards of service to internal and external complainants, subjects and stakeholders.

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

Financial – Direct or Non-Direct

Direct:

None

Non- Direct:

None

Staff Responsibilities – Direct or Non-Direct

Direct:

None

Non-Direct

None

Any Other Statistical Data

REWARD

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

Conduct research into professional and private life, financial affairs, associations and employment history of police officers and staff for both internal and potential applicants for posts within BTP.

Manage the daily administrative requirements of the Vetting inbox and department requirements. Receive, acknowledge, organise and reply to all internal and external correspondence in a professional and timely manner and redirect as necessary.

Providing support to investigations for Vetting officers and Supervisor/Managers.

Provide an administrative service to include (as required) typing, correspondence, data entry and the creation of maintenance of files and databases to track activities, workloads and performance.

Monitor, distribute and audit departmental requirements and re-order stocks as required within agreed budgets and ensure goods have been received.

Conduct research with regards to vetting for contractors, subcontractors and agency staff engaged by BTP.

Maintain, update and archive documents/files to ensure that the vetting system is accurate in accordance with MOPI, support management of information towards the national barred list, researching such information in support of Vetting APP and Code of Practice and ensuring any information held is accurate and legitimate meeting regulatory requirements

Prioritise work according to Force strategy, department strategic assessments and control strategy and on behalf of the Force Supervisor.

Refer vetting concerns to the Vetting Officers for consideration with accompanying information/reports highlighting concerns.

Assist in self-declaration process, highlighting changes in information discovered through returns and submitting to vetting officers for onward analysis.

Co-ordinate renewals and MV reviews. Assist with research, collation and analysis of information and preparation of reports, briefing papers and presentations to enable the manager to communicate with internal and external contacts and to aid their understanding of current issues on a variety of sensitive and confidential matters.

Work closely and in support of vetting officers to see vetting cases through to completion.

Ability to work flexibly, proactively and particularly during times of increased demand.

Identify organizational learning, risks and threats to professionalism, supporting regular communication and support to Lessons learnt.

E. DECISION MAKING:

Make decisions

Decide if the applicant meets the minimum standards stated in the vetting criteria.

Significant say in decisions

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

Internal

Regular interaction with the recruitment department and internal sponsors.

External

Liaise with other forces and on vetting procedures and specific cases and security services.

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

Essential Criteria:

Qualifications and Training:

Good standard of general education of at least A level standard or equivalent training/experience

Microsoft Office (Word & Excel)

Experience:

Previous experience of working within a regulatory framework.

Skills:

Proven research skills.

Be able to meet tight deadlines and prioritise own work load.

Ability to maintain a high level of diplomacy, tact and discretion in the managing of sensitive and confidential information.

Interpersonal skills.

Meticulous attention to detail.

Proactive to identify threat and risk

Flexible and ability to meet demand

Excellent communication skills

Knowledge:

IT literate and experienced in a range of computer systems.

Desired Criteria:

Qualifications and Training:

PNC, PND

Knowledge and experience of Police systems

Experience:

Experience in interrogating computer databases, financial profiling, liaison and advice giving

Skills:

Analytical skills for research. IT literate and skilled in Microsoft Office.

Report writing skills.

Knowledge:

Government/regulatory policies regarding vetting/Screening

Knowledge of the National Vetting Policy

Knowledge of the Data Protection Act.

- 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.*

Will be required to pass Management Vetting to secure employment.

I. AUTHORISATION DETAILS

Prepared By: Suzanne Caddell

Date: January 2019

Area Commander /FHQ

Det Supt Gillian Murray

HoD:

Date: January 2019

Evaluation Panel:

Date:

REWARD