

## 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 Officer	Current Grade:	A006
Department:	Professional Standards Department	Area:	FHQ
Reports To:	Vetting Supervisor	No of Posts:	1
Level of vetting:	MV	Post Number:	A100784, A101097& A100947

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

To undertake 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

##### 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, staff and potential applicants for posts within BTP.

Conduct vetting for contractors, subcontractors and agency staff engaged by BTP and to advise on the suitability for employment.

Maintain, update and archive documents/files to ensure that the Gatekeeper system is accurate.

Identify, investigate and assess any matter relating to the applicant's suitability for employment which may be a potential threat to security. Make decisions on the information found whether further research is required and provide a report regarding concerns.

Take prompt and decisive action in relation to problems encountered in the vetting process. Prioritise work according to Force targets and that of the Force Vetting Manager

Refer vetting failures to the Vetting Supervisor/Force Vetting Manager for consideration with accompanying report detailing rationale for failure.

Liaise with other forces on vetting procedures and specific cases providing information on complaints history where appropriate.

**E. DECISION MAKING:**

**Make decisions**

Make decisions on the information discovered from their research is further action is required and if it requires highlighting to their supervisor/manager

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.

Infrequent contact with senior staff and end users throughout the Force.

**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:**

**Experience:**

Previous experience of working within a regulatory framework.

**Skills:**

Proven research and analytical 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.

Report writing skills.

Interpersonal skills.

Good attention to detail.

**Knowledge:**

Government/regulatory policies regarding vetting/Screening

IT literate and experienced in a range of computer systems.

**Desired Criteria:**

**Qualifications and Training:**

PNC, PND, Microsoft Office (Word & Excel),

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 at Microsoft Office.

**Knowledge:**

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: Jo Shannon

Date: 08.01.15

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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