

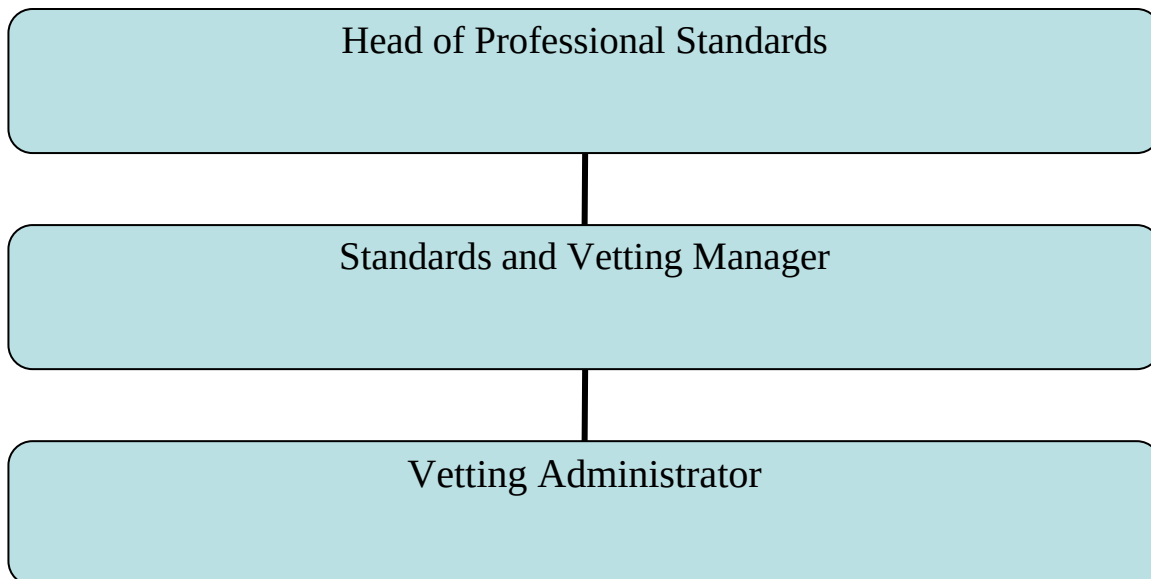
WILTSHIRE POLICE



Job Description

Post Title: Vetting Administrator	Department: Personnel Security Vetting Unit, Professional Standards Department
Post Number: 22159	Work Location: Devizes HQ
Grade: W5	Security Vetting Level: MV
Responsible to: Standards and Vetting Manager	Date : February 2019

Reporting Structure:



Vetting Administrator

Job Purpose

The main functions of this role are to provide accurate, efficient and professional administrative support within the Personnel Security Vetting Unit. This will involve carrying out administration, research and analysis to ensure compliance with the policies and procedures and the guidelines of the Vetting Code of Practice and Authorised Professional Practice relevant to the role. Reporting to the Standards and Vetting Manager. The post holder will act as the first point of contact for vetting applicants and colleagues, ensuring they are dealt with promptly, efficiently and courteously. The post holder will liaise with individuals and third party agencies to ensure clearances, reviews and aftercare are kept up to date. On behalf of the vetting team the post holder will conduct written and telephone communications, providing specialist advice and knowledge referring relevant issues for follow up to the Standards and Vetting Manager.

It is essential for the post holder to have experience in exercising diplomacy, tact and discretion in managing sensitive personal and confidential matters.

Main Responsibilities

Subject Security Questionnaires

Release security web based applications to vetting subjects. Quality assess applications received to ensure they are complete, accurate and appropriate authority is obtained. Assist with non-compliance of completion of applications using the agreed escalation process. Utilising force data systems, assist with manual and automated conviction and non-conviction data checks against local and national records and capture results. Ensure information is received within the required timescales and that any omissions are detected, highlighted and referred for remedial action. Ensure that all information received is current, accurate and relevant. Assist with out of force checks and capture results.

Analytical Support

Ensure that information obtained during the vetting process comprises sufficient context, content and structure so that it can be effectively assessed before informed decisions regarding approval, refusal, withdrawal or limitation of security clearances are made.

Will be required to research information and prepare timely reports, files, briefing papers and presentations to support the Vetting Team on a variety of matters often of a sensitive and confidential nature

Vetting System

To maintain a confidential vetting management system for all pre and post employment candidates and for non police personnel employed by third parties. Produce regular statistical returns, making the best use of technology available to include monthly reports for vetting applications received and cleared, vetting refusals, ongoing cases, expired clearances and renewals due

Record Keeping

To ensure that information recorded is accurate, relevant and accessible to those with a need to know and use it. To review, retain and dispose of records and information under the guidelines of the relevant legislation.

Assisting Vetting Delivery Manager

To assist the Standards and Vetting Manager to maintain a vetting aftercare regime by administering the vetting review process and producing and distributing reminders for renewals on security clearance expiry to ensure that security vetting continues for police and non-police personnel in accordance with the requirements of the APP Vetting. Ensure

effective and seamless co-operation between recruitment, PSD and ACU departments. Issues of security and integrity significance are properly dealt with. Understand the rules and protocols for disclosure of intelligence; ensuring information of vetting significance is lawfully and routinely exchanged with internal departments and external agencies.

Dimensions

Person Specification
Vetting Administrator

Attributes	On Appointment	Criteria
Qualifications:	Possess a minimum of GCSE grade 4 or equivalent including English and Maths	Essential
Experience:	Previous administrative experience gained in a busy working environment	Essential
	Experience of automated business processes	Essential
	Proven experience of having worked in a secure, highly confidential environment	Essential
	Experience in handling confidential information	Essential
	Some investigative and analytical experience within the Criminal Justice System or other public/private sector environment	Desirable
	Experience in the processes of intelligence	Desirable
	Experience in exercising diplomacy, tact and discretion in managing sensitive, personal and confidential matters	Essential
Skills:	Computer literate with good keyboard skills	Essential
	Competent in the use of Microsoft Word, Outlook and Excel	Essential
	Analytical skills and the ability to think imaginatively	Essential
	Ability to work alone or as part of a team and meet clear deadlines	Essential
	Excellent communication and interpersonal skills with the ability to liaise at all levels both within the department and with representatives from other departments or agencies	Essential
	Ability to plan and prioritise activities	
	Attention to detail and accuracy	Essential
	Ability to adapt to changing working practices	Essential
Knowledge:	A working knowledge and understanding of dealing with vetting enquiries	Desirable
	A working understanding of applicable legislation including but not limited to:-	
	The Data Protection Act	Essential
	The Freedom of Information Act	Essential
	The Computer Misuse Act	Desirable
	The Human Rights Act	Desirable
	The Official Secrets Act	Essential
	The Police and Criminal Evidence Act	Desirable
	The Regulation of Investigatory Powers Act 2000	Desirable
	Awareness of the management and handling of intelligence material	Desirable
	General awareness of equality and diversity issues in the working environment	Essential
	Awareness of workplace health & safety issues	Desirable

Attributes	After Training
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Qualifications:

Experience:

To be conversant with legislative, regulatory and organisational expectations regarding security vetting processes
To be able to identify at the vetting stage information that should be progressed by Professional Standards Department

Skills:

An ability to provide help desk type functions for security vetting enquiries
Ability to research and compile vetting packages using manual processes and Force IT systems
Ability to formulate links with other specialist departments, agencies and units both internally and externally
Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force

Knowledge:

The ability to support the delivery of Department and Force operational and support objectives
The ability to operate information and physical assets/equipment safely, security and lawfully
Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire
Greater understanding of relevant health & safety issues within your working environment
Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake
Greater understanding of Data Protection and Freedom of Information issues within your working environment

Other Information

Vetting Administrator

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Share information where appropriate with community partners and other agencies, paying regard to force procedures for recording such sharing. Ensure information recorded is relevant, accurate and adequate, meets legal requirements and data quality standards.