

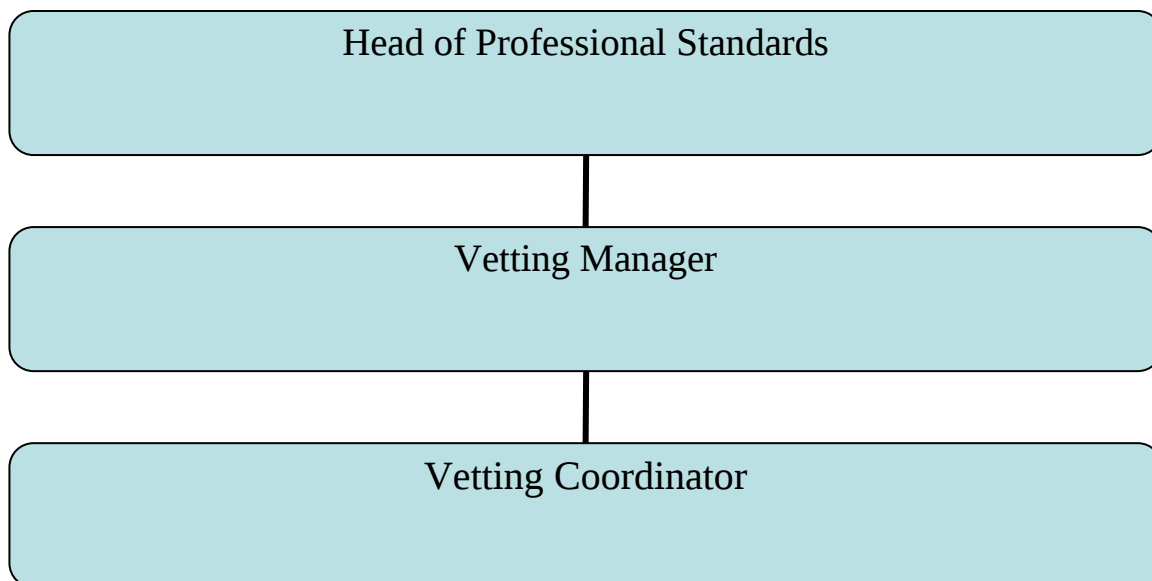
## **WILTSHIRE POLICE**



### **Job Description**

|                                        |                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------|
| <b>Post Title: Vetting Coordinator</b> | <b>Department: Personnel Security Vetting Unit, Professional Standards Department</b> |
| <b>Post Number: 22159</b>              | <b>Work Location: Devizes HQ</b>                                                      |
| <b>Grade: W5</b>                       | <b>Security Vetting Level: MV</b>                                                     |
| <b>Responsible to: Vetting Manager</b> | <b>Date: July 2021</b>                                                                |

#### **Reporting Structure:**



## **Vetting Coordinator**

### **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 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 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 Manager**

To assist the 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 CCU 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**

### ***Financial***

There are no financial dimensions attached to this post.

### ***Non-Financial***

None.

## ***Person Specification***

### **Vetting Coordinator**

| Attributes             | On Appointment                                                                                                                                                                   | Criteria  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Qualifications:</b> | Possess a minimum of GCSE grade 4 or equivalent including English and Maths                                                                                                      | Essential |
| <b>Experience:</b>     | 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 |
| <b>Skills:</b>         | 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 |
| <b>Knowledge:</b>      | 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 |
|------------|----------------|
|------------|----------------|

**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 Coordinator**

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.