

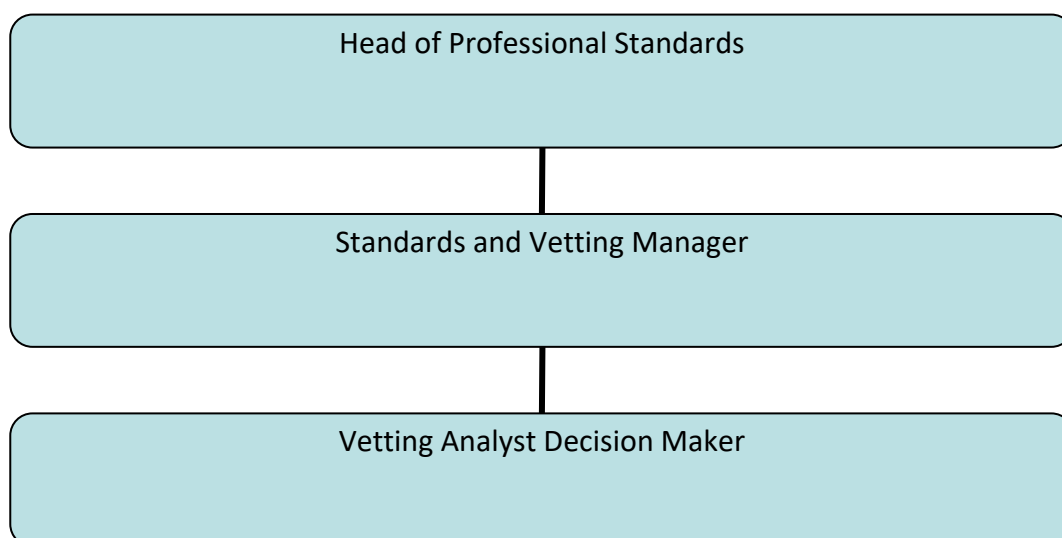
WILTSHIRE POLICE



Job Description

Post Title: Vetting Analyst Decision Maker	Department: Personnel Security Vetting Unit, Professional Standards
Post Number: New	Work Location: Devizes HQ.
Grade: W7	Security Vetting Level: MV
Responsible to: Standards and Vetting Manager	Date: February 2019

Reporting Structure:



Vetting Analyst Decision Maker

Job Purpose

The Vetting Analyst Decision Maker will be the central point in the force with responsibility for implementing Personnel Security Vetting complying with the principles set out in the Vetting Code of Practice and in accordance with the standards and procedures laid out in the Authorised Professional Practice (APP) on Vetting.

Everyone who works with the police service must maintain high ethical and professional standards and act with the utmost integrity. This is crucial in ensuring public confidence and the legitimacy of the service is maintained. It is essential that the public are confident the police vetting processes are effective in identifying those who pose a potential risk to others or who are otherwise unsuitable for working within the police service. Effective vetting and aftercare is a critical measure required to mitigate these risks.

The postholder will be responsible for:

- Coordinating and managing all vetting clearances for police personnel as well as non-police personnel to the required level before being appointed or allowed unsupervised access to police assets and information
- Research, collation, analysis and development of relevant information and intelligence for all pre-employment, post employment and aftercare security clearances
- Making vetting clearance decisions at the appropriate security clearance level, taking into consideration all relevant matters, using the National Decision Model (NDM)
- Maintaining appropriate levels of confidentiality at all times, taking into account data protection and other security considerations
- Coordinating and conducting Vetting Subject Interviews where appropriate
- Ensuring that aftercare and renewal is conducted on clearances, where necessary, in accordance with the requirements of the APP Vetting
- Reviewing vetting clearance following misconduct proceedings
- Providing a dedicated point of contact for all internal and external queries in relation to Force and National Security Vetting requirements

Main Responsibilities

Subject Security Questionnaires

Release web based application forms for all levels of clearance, ensuring that all information received is current, accurate and relevant. Prioritise applications according to agreed protocols

Research and Analysis

Conduct vetting checks and enquiries in relation to individuals who are subject to vetting and linked persons as appropriate. Interrogate sensitive, confidential and national databases using open and closed sources and enquiries of outside forces and agencies. Analyse the information to identify

patterns, trends and intelligence gaps. Gather and evaluate information and identify any threats, risks or opportunities it poses to an individual's security clearance.

Risk Assessment and Decision Making

The post holder will assimilate and interpret key information before assessing it to determine whether to grant, refuse or withdraw vetting clearances. During this process, the post holder will need to evaluate information gathered, assess threat and risk in order to determine associated vulnerability and impact. Conduct Vetting Subject Interviews where information raises questions or doubts about the vetting subject's suitability to hold security clearance. Produce a detailed synopsis for vetting refusal decisions, detailing rationale and reference to the APP. The post holder is responsible for making the final clearance decision once all the checks are completed.

Maintain Security Appraisal Review Aftercare Process

Ensure that aftercare and renewal is conducted on clearances where necessary, in accordance with the requirements of the APP Vetting. Maintain a regular vetting aftercare regime and where necessary apply appropriate and targeted aftercare interventions. Produce and distribute reminders for renewals on security clearance expiry to ensure that Personnel security continues after recruitment and the establishment of vetting status. Vetting procedures integrate seamlessly with other protective security measures. There is effective co-operation between departments. Issues of security and integrity significance are properly dealt with. Information of vetting significance is lawfully and routinely exchanged with internal departments and external agencies. No information is overlooked and appropriate departments and agencies are consulted about individuals in receipt of security clearances for whom integrity concerns have been raised before those individuals are employed in or transferred internally to designated posts or externally to other forces or agencies.

Review of Vetting Clearance following misconduct proceedings

When instructed by the Professional Standards Department, the post holder will carry out a review of vetting clearance following misconduct proceedings to consider the applicant's suitability to maintain the level of clearance held.

Force Vetting Inbox

Monitor and provide accurate and timely responses to all requests, including searching local databases for out of force vetting enquiries and make risk assessed decisions on the level of disclosure.

Communication

The post holder will regularly liaise with other departments and forces to obtain the most up to date information relating to all cases. Dealing directly with applicants, using specialist knowledge and excellent communication skills in order to ensure clearances are processed in a timely manner. The post holder will have delegated sign off responsibilities for all levels of vetting clearances.

Conduct Information Gathering Vetting Subject Interviews

Where required, prepare questions, arrange vetting interviews, which may be sensitive in nature. Meet the vetting subject at an agreed time and location and conduct a structured interview in order to answer any queries raised during the vetting security process. Produce a detailed report of the interview.

Attend regular meetings

Meet with internal departments, external agencies and other Police Forces as and when required, including weekly team meetings and quarterly Regional Vetting Meetings. Meet with line managers and supervisors as and when required to discuss their security vetting requirements and be their point of contact for all vetting enquiries.

Team Work

Proactively identify team priorities and work with the team to meet the demand according to agreed national SLA's. Work closely with colleagues, particularly Recruitment, Anti-Corruption Unit, Occupational Health and Professional Standards to maintain a smooth and streamline approach to security vetting.

Produce statistics

Produce regular statistics in a clear and concise manner for senior management and as required for the Standards Board.

Manage the online UKSV link NSV processes.

Manage the UKSV link system when a National Security clearance is required, this includes providing an explanation of the process to the Vetting Subject, entering their details accurately onto the UKSV Case Management System, monitoring the system to ensure the subject has completed the necessary actions and being a point of contact for the Vetting Subject. Liaise with the UKSV as and when required. When conducting National Security Checks, the post holder is responsible for making the final clearance decision once all the checks are completed.

Manage 'Identity Access Management' record management system for PND database users

Undertake the role of identity Registrar and Approver for the Identity Access Management (IAM) system. Complete the full registration process for employees to be entered onto the IAMs Management system, including verifying identity, completing Security Vetting clearances if required and registering individuals onto the system. Work alongside the Identity Registrar to maintain a smooth and streamline IAMs process. Participate in regular audits as and when required. Monitor this system for any amendments such as name changes, post moves and lost or stolen cards.

Attend both PND Steering group and PND user group meetings

The IAM Managed Service is governed by the Home Office The business processes must be put in place by the subscribing IAM organisation and ensure the integrity of the Identity and Access Management system is maintained. These are statutory procedures.

Roles include Identity Registrar and Identity / Business and Card Approver. Liaise regularly with CMS allocated Card Issuer and the Home Office.

IAM Managed Service tasks include security clearance verification, identity approval, approver authorisation, identity creation, approval, privileges assigned, card approval, card request, account amendments.

Technical Knowledge

Ability to use a wide variety of internal, external and national software packages and information systems to include the vetting management system, whilst maintaining active log-ons and accreditation for these systems.

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.

Dimensions**Financial**

There are no financial dimensions to this role.

Non-Financial

The postholder will be accountable for decision making. Only escalating some, higher level cases to the Standards and Vetting Manager.

Person Specification

Vetting Analyst Decision Maker

Attributes	On Appointment	Criteria
Qualifications	Educated to A Level / BTEC/NVQ Level 3 standard or have equivalent qualifications or relevant professional experience	Essential
Experience:	Experience of utilising different forms of software packages.	Essential
	Proven experience of having worked in a secure, confidential environment, showing exemplary integrity and discretion..	Essential
	Proven investigative, research and analytical experience.	Desirable
	Experience of working under pressurised time constraint conditions.	Essential
	Experience in handling confidential information..	Essential
	Experience in the processes of intelligence.	Essential
	Experience of conducting sensitive interviews.	Desirable
Skills:	A very high standard of computer literacy, including keyboard skills and ability to learn and maintain proficiency in a variety of different information systems for research and analysis purposes.	Essential
	Competent in the use of Microsoft Word, Outlook and Excel.	Desirable
	Demonstrable oral and written communications within the context of compiling concise and factual reports.	Essential
	High degree of problem solving and decision making skills.	Essential
	Able to act in a confidential manner with sensitive information..	Essential
	A high level of self motivation and innovation.	Essential
	A high level of attention to detail and accuracy.	Essential
	Accustomed to a high volume of work.	Essential
	Ability to work alone or as part of a team and meet clear deadlines.	Essential
	Excellent communication skills – verbal and written; ability to communicate effectively with a variety of individuals from different social and professional backgrounds as well as outside agencies.	Essential
	Ability to organise and plan their own work time and be able to prioritise demands.	Essential
	Ability to adapt to changing working practices.	Desirable
Knowledge:	Sound understanding of police policy, procedures and legislation relating to Personnel Security.	Desirable

Awareness of the management and handling of intelligence material.	Desirable
An understanding of personal finance.	Desirable
General awareness of equality and diversity issues in the working environment.	Essential
Awareness of workplace health & safety issues.	Desirable
Understanding of confidentiality and Data Protection/Freedom of Information issues.	Essential

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, securely and lawfully.

A working understanding of the requirements of personnel security as defined in the Manual of Protective Security (MoPS) and outlined in the Vetting Code of Practice and APP on Vetting

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 Analyst Decision Maker

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.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.