

WILTSHIRE POLICE



Job Description

Post Title: Personnel Security Vetting Unit Analyst/ Researcher	Department: People Service + People Standards and Support
Post Number: New	Work Location: Devizes HQ.
Grade: W7	Security Vetting Level: MV/SC
Responsible to: People Services Delivery Manager	Date: February June 2019

Reporting Structure:

Head of People Standards

People Services Delivery Manager

Personnel Security Vetting Unit Analyst/Researcher

Personnel Security Vetting Unit Analyst/Researcher

Job Purpose

To provide a quality service in the gathering, collection, evaluation, analysis and development of relevant information and intelligence for all pre employment, post employment and aftercare security clearances.

To carry out research and analysis to ensure compliance with national and local policy expectations, including work flow data entry, information pre assessment, conviction and non conviction checks, research, analysis and vetting reviews. Maintaining a confidential vetting management system for all pre and post employment candidates and for non police personnel employed by third party agencies. Co-ordinate and conduct Vetting Subject Interviews where appropriate. Assisting the PSM integrate personnel security with other security controls. To provide a dedicated point of contact for all internal and external queries in relation to Force and National Security Vetting requirements, systems access and related standards and ensure enquiries are dealt with effectively and efficiently taking into account data protection and other security considerations. To ensure that Force objectives and performance targets are met.

Main Responsibilities

Subject Security Questionnaires

Manual and automated conviction and non conviction data checks against local and national records. Capturing and evaluating the results of checks from other forces, agencies, departments and automated interfaces to ensure information is received within the required timescales and that any omissions are detected, highlighted and referred for remedial action. Ensuring that all information received is current, accurate and relevant.

Collate, analyse and develop intelligence to support operational policing objectives

Collate intelligence from a variety of sources into appropriate format for analysis. This will involve interrogating databases, open and closed sources and enquiries of outside forces and agencies. Analyse the information to identify patterns and trends and to identify intelligence gaps. Gather and evaluate information and identify any threats, risks or opportunities it poses to an individual's security clearance.

Analytical Support

To provide analytical support to 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. This will include researching the background of vetting subjects utilising a range of systems and techniques. Conducting enquiries with other designated agencies. Providing guidance in terms of vetting subject suitability for new or continued employment posts by establishing that the necessary levels of integrity assurance have been achieved.

Conducting thorough analysis of information obtained during vetting processes to establish its provenance, relevance and impact in support of the decision making process to approve, limit, refuse or withdraw security clearances. Conduct Vetting Subject Interviews if and when required to assist with research and analysis of the vetting subject's suitability to hold a security clearance.

Assisting Protective Security Manager

Maintain a vetting aftercare regime by maintaining a vetting review process and producing and distributing 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.

Conduct Information Gathering Vetting Subject Interviews

Where required, arrange vetting interviews, meet the vetting subject at an agreed time and location and conduct a structured interview in order to answer any queries raised during the security vetting process. Produce a detailed report of the interview and, if required, refer to the Protective Security Manager for guidance.

Attend regular meetings

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

Liaise with colleagues

Work closely with colleagues, particularly those within the People's Services directorate to maintain a smooth and streamline approach to security vetting.

Produce statistics.

Produce regular statistics in a clear and concise manner for senior management, including total monthly clearances to ensure performance targets are met.

Maintain Security Appraisal Review Aftercare process.

The continued running and maintenance of a clear and structured 13:52 Security Review Process. Where appropriate, commence a 13:52 process for vetting subjects. This includes providing the subject an explanation of the process and reassurance if any concerns are raised, the accurate and timely management of a diary system to ensure review questionnaires are sent promptly, the ability to co-ordinate a number of separate 13:52 processes which will all be at different stages and being the point of contact for any concerns raised by the vetting subject or their line manager during the 13:52 process.

Manage the online Foreign and Commonwealth system for all NSV processes.

Manage the FCO 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 FCO 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 Foreign and Commonwealth Office as and when required.

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

Alongside the Identity Registrar, 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 National Policing Improvement Agency (NPIA). 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 NPIA.

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

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.

Record Keeping

To monitor and maintain a variety of manual and computerised record keeping systems to ensure that information recorded is accurate, relevant and accessible to those with a need to know and use it and is retained for no longer than is absolutely necessary.

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 Protective Security Manager.

Person Specification

Personnel Security Vetting Unit Analyst / Researcher

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. Proven experience of having worked in a secure, confidential environment, showing exemplary integrity and discretion.. Proven investigative, research and analytical experience. Experience of working under pressurised time constraint conditions. Experience in handling confidential information.. Experience in the processes of intelligence. Experience of conducting sensitive interviews.	Essential Essential Desirable Essential Essential Essential 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. Competent in the use of Microsoft Word, Outlook and Excel. Demonstrable oral and written communications within the context of compiling concise and factual reports. High degree of problem solving and decision making skills. Able to act in a confidential manner with sensitive information.. A high level of self motivation and innovation. A high level of attention to detail and accuracy. Accustomed to a high volume of work. Ability to work independently (albeit within a directed environment) and meet clear deadlines. 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. Ability to organise and plan their own work time and be able to prioritise demands. Ability to adapt to changing working practices.	Essential Desirable Desirable Essential Essential Essential Essential Essential Essential Essential Desirable
Knowledge:	Sound understanding of police policy, procedures and legislation relating to Personnel Security. Awareness of the management and handling of intelligence material. An understanding of personal finance. General awareness of equality and diversity issues in the working environment. Awareness of workplace health & safety issues. Understanding of confidentiality and Data Protection/Freedom of Information issues.	Desirable Desirable Desirable Essential Desirable Essential

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, 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 National Vetting Policy for the Police Community. 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

Personnel Security Vetting Unit Analyst / Researcher

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.

USERS - MoPI (Management of Police Information);

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.