



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Head of PSD

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Vetting Officer (PSD)
Generic Role Profile:	<i>Select one of the below</i> Business Support Operational Technical Facilities IT Legal Local agreement
Salary Band:	Grade 4
Operational / Non Operational Role	Non-operational
Vetting Level:	Must successfully hold or pass management vetting and security clearance
Reporting to:	Vetting Supervisor
Specific Role Purpose:	(Brief summary) To promote and improve public trust and confidence in policing, by ensuring that all applicants, contractors, staff and officers are appropriately vetted, thereby reducing vulnerability to corruption. To perform all checks necessary and proportionate to the required risk assessment and in cases where ambiguity exists to escalate this to the Vetting Decision Maker.
Key Responsibilities:	To perform all relevant background checks relating to vetting cases. To check PNC/PND/Flints/Finance and Open Source.

Date:
Version:

	• To make decisions on vetting clearances, both granted and refused, where no complex issues relating to the policy are apparent. • To compile recommendations for the vetting supervisor where more complex matters arise. • To identify any Diversity and Inclusion issues that might require a more nuanced consideration. • To manage intelligence information and all vetting information in line with Data Protections rules and according to the correct Government Security Scheme marking. • To liaise with the Professional Standards Department, Counter Corruption Unit and Counter Terrorism Unit where any issues relevant to these departments are identified. • To work in conjunction with recruitment, onboarding and departments to ensure that the vetting experience is as simple and smooth as possible. • To liaise with external forces in order to ensure that all reciprocal checks are completed expeditiously and in line with policy and the Vetting Code. • Carry out any other duties commensurate with role.
--	---

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	Post holders will be required to display and evidence: • Proven and demonstrable commitment to fairness, diversity and inclusion. Must complete unconscious bias training. • Knowledge of THRIVE+ and the NDM for risk assessment and decision making purposes. • A commitment to the force vision and values and the principles of Fairness in Policing. • Strong communication skills, including literacy, digital communications and interpersonal skills. • The ability to analyse and evaluate information in response to unique problems, ensuring policy decisions are recorded.

	• Ability to assimilate complex information swiftly, making simple decisions where appropriate and escalating to senior members of staff where appropriate. • Willing to be flexible in the working environment • Must be willing to undergo and pass relevant vetting requirements to MV and SC level. • Able to demonstrate effective partnership working with other departments and agencies. • Work to deadlines
Desirable:	• A background in either vetting or DBS. • Proven ability to handle confidential and sensitive information, demonstrating the utmost integrity and professionalism. • A thorough knowledge of relevant legislation, any associated regulations, or force and national policies regarding this field. • Pre-existing knowledge of Data Protection and Freedom of Information. • Can demonstrate experience and understanding of the use of sensitive intelligence, its handling and dissemination. • A proven history of risk assessment. • Previously received Management vetting and security clearance
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal. Refer to skills database for core operational skills</i>	
Essential:	• Highly effective customer focused interpersonal and communication skills • Ability to manage expectations both internally and externally. • Ability to communicate at all organisational levels. • The ability to work unsupervised and manage demand.
Desirable:	• Knowledge of vetting systems and processes. • Knowledge of WMP systems and procedures

Hours of Work and Flexibility:	The role is primarily office hours with some flexibility in between 0700-1800.
Agile Work Style: (if applicable)	'Hot Desk' with some capability for laptop sharing and potential to work from multiple locations across the force.
Restriction Level:	Suitable for restricted staff or officers