

Job Description

A Post Details	
Job Title: Vetting Officer	Grade: A006
Department: Professional Standards Department	Division: A
Reports to: Vetting Supervisor	Contract Type: Permanent
Level of Vetting: Management Vetting	Numbers in Post: TBC
B Purpose of the Post	
To undertake vetting for all levels of police officers and staff, both internal and incoming, within the framework of the Force Vetting Policy.	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct Direct: None Non- Direct: None</p> <p>Staff Responsibilities – Direct or Non-Direct Direct: None Non-Direct None</p> <p>Any Other Statistical Data</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Conduct vetting for contractors, subcontractors and agency staff engaged by BTP and to advise on the suitability for employment or continued employment. • Identify, investigate and assess any matter relating to the applicant’s suitability for employment or continued employment which may be a potential threat to security. Make decisions on the information found whether further research is required and provide a report regarding concerns. • Take prompt and decisive action in relation to problems encountered in the vetting process. Prioritise work according to Force targets and that of the Force Vetting Manager • Refer vetting failures to the Vetting Supervisor for consideration with accompanying report detailing rationale for failure. • Liaise with other forces on vetting procedures and specific cases providing information on complaints history where appropriate. • Oversee self-declaration process and follow-up on known risk cases. • Manage renewals process and conduct MV reviews 	

- Conduct interviews alongside vetting supervisor to verify information or further establish details to assist with decision making process.
- Work closely with vetting researchers to see vetting cases through to completion.

E Decision Making

Make decisions

Make decisions on the information discovered if further action is required and if it requires highlighting to their supervisor'

Decide if the applicant meets the minimum standards stated in the vetting criteria.

Significant say in decisions

F Contact with Others

Internal

Regular interaction with the recruitment department and internal sponsors.

Infrequent contact with senior staff and end users throughout the Force

External

Liaise with other forces and on vetting procedures and specific cases and security services.

G Essential Criteria

Qualifications and Training:

- Microsoft Office (Word & Excel)

Experience:

- Previous experience of working within a regulatory framework.
- Experience of working with minimal supervision

Skills:

- Proven research and analytical skills.
- Be able to meet tight deadlines and prioritise own work load.
- Ability to maintain a high level of diplomacy, tact and discretion in the managing of sensitive and confidential information.
- Report writing skills.
- Interpersonal skills.
- Meticulous attention to detail.
- Proactive to identify threat and risk

Knowledge:
<ul style="list-style-type: none">• Government/regulatory policies regarding vetting/Screening• IT literate and experienced in a range of computer systems.
Desirable criteria:
Qualifications and Training:
<ul style="list-style-type: none">• PNC, PND• Knowledge and experience of Police systems
Experience:
<ul style="list-style-type: none">• Experience in interrogating computer databases, financial profiling, liaison and advice giving• Experience of Open Source Learning
Skills:
<ul style="list-style-type: none">• Analytical skills for research. IT literate and skilled at Microsoft Office.
Knowledge:
<ul style="list-style-type: none">• Knowledge of College of Policing National Vetting APP• Knowledge of NICH system searching and Intelligence Systems• Knowledge of the Data Protection Act.