

 <div style="display: inline-block; vertical-align: middle;"> <h1 style="margin: 0;">DORSET POLICE</h1> </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <h2 style="margin: 0;">Job Description</h2> </div>	
Date:	July 2022
Job Title:	Alliance Vetting Office Supervisor
Post Number:	TBA
Division/Department/Section:	Professional Standards Department/Vetting Unit
Line Manager:	Force Vetting Manager
1. PURPOSE	
<p>To be responsible for managing the Vetting Unit's workloads ensuring that all staff have a clear understanding of priorities ensuring that the Force's vetting Service Level Agreements are met and within timescales and in accordance with the Authorised Professional Practice for Vetting, the Police Code of Ethics and the Vetting Code of Practice. To be the main point of contact and decision maker for all Business Interest for Devon & Cornwall Police Officers and Staff.</p>	
2. POSITION IN THE ORGANISATION	
<div style="text-align: center;"> <p>Head of Professional Standards</p> <p>↓</p> <p>Force Vetting Manager</p> <p>↓</p> <p>Force Vetting Supervisor (This Post)</p> <p>↓</p> <p>Force Vetting Officers</p> <p>↓</p> <p>Force Vetting Researchers</p> </div>	
2.b Roles that work directly for this post.	
Force Vetting Officers and Vetting Researchers	

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
To know and be able to apply the principles in the Vetting Code of Practice, APP for Vetting and the Police Code of Ethics when researching, interviewing vetting serving officers and staff, applicants, and associates. To make critical decisions on clearances, refusals, or decide upon appropriate risk measures.	Ensures that vetting decisions are consistent with the APP for vetting. The Vetting Code of Practice and the Police Code of Ethics.
To provide input to and oversee unit projects to migrate vetting systems fully to dedicated vetting and Professional Standards Departments data bases. To represent the unit with the Regional Vetting project and other projects as designated by the Vetting Manager.	Ensures back record conversion from heritage systems such as Agresso (including vetting and business interest records) and papers records for sensitive files are fully and accurately transferred to Corevet system and PSD Centurion systems. To manage and resolve backlog issues. Ensures the Alliance is fully represented and in line with the Southwest Regional Vetting project and other designated matters.
To co-ordinate the prioritisation, distribution, and completion of all aspects of vetting work under the direction of the Vetting Manager. Prioritise, manage, and allocate all vetting applications, ensuring the unit adheres to the Authorised Professional Practice, (APP) and Devon & Cornwall Police are within Service Level Agreements.	Ensures that the Vetting Unit's targets are met and within agreed SLAs in accordance with the principles of the APP for Vetting, The National Decision Making Model and relevant Force Policy. Reports are regularly run to audit unit and personnel performance.
Where suitable, to conduct interviews with new applicants and serving staff, to probe disclosures highlighted on vetting forms and explore any adverse information pertaining to the applicant.	Ensures that all interviews are conducted within ethical standards (as per the Code of Ethics) and adhere to the National Decision-Making model (NDM). Decisions are proportionate, defensible and in line with the College of Policing's Authorised Professional Practice for Vetting and the Vetting Code of Practice.
To give advice and guidance to the Force Vetting Officers to enable them to make appropriate decisions on complex cases whilst accounting for the need to maintain the confidentiality of all vetting information and comply with Data Protection legislation.	Ensures that consistency is maintained regarding decision making and record keeping in accordance with the APP for Vetting and the GDPR.
To oversee and analyse the Vetting system (Core-Vet) to enable reports and data to be extracted so all Vetting Applications (New and renewals) are dealt with in a timely	Ensures that all staff, officers and non-Police personnel who work for Devon & Cornwall Police hold current vetting and correct vetting levels for roles.

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
manner and withing APP renewal guidelines.	
Following initial research, undertake exploratory person-centred vetting or integrity interviews, often of a complex and demanding nature. Conduct 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 when required to assist with research and analysis of the vetting subject's suitability to hold a security clearance.	Ensures the delivery of a professional and consistent message so that the values of the organisation are clearly defined and communicated thereby providing a fair and consistent approach to our diverse workforce and community.
Decision maker for approval and monitoring of secondary employment and additional business interests for officers and staff.	Ensures that Dorset & Devon & Cornwall Police are adhering to the Business interest guidance and the values of the force. Whilst considering individuals performance, welfare, and adherence to the Working Time Regulations.
Interrogate, research and analyse intelligence/information, using Force, National and other bespoke information systems, including PNC, PND, NICHE/Unifi, Centurion, Pentip, UKSV, Agresso, Experian and Social Networking Sites in relation to personal data relating to applicants to the force. Undertake vetting enquiries with and on behalf of this Force to other police forces. To utilise Interpol for relevant analysis if applicable and to liaise with the National Crime Agency if criminal traces are found.	Relevant intelligence and information are identified in relation to new applicants, current Police Officers and Police Staff, contractors and volunteers. The information gathered will assist to determine whether vetting approval is granted.
Maintain contact with other vetting agencies and organisations for the purpose of intelligence gathering and provide a "one stop service" for vetting within the force and with outside agencies.	Ensures common and consistent practice throughout the force and other agencies to adhere to standard operating procedures by sharing information and experience with vetting analysts, officers and staff throughout the UK and promoting best practice to identify all vulnerabilities.
Accurately record and archive relevant information in accordance with organisational policy and legislative	Vetting record management systems are updated and maintained in accordance with organisation policy and legislative

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
requirements.	requirements.
Deputise for the FVM in their absence and report to the head of PSD.	Maintains the smooth and efficient management of the alliance vetting department.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.
4. CONTACTS	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Professional Standards Department – Complaints & Misconduct
2.	National - Government United Kingdom Security Vetting & The National Crime Agency
3.	Human Resources & Resourcing
4.	Special Branch
5.	Ministry of Défense and other external UK Police Forces
6.	Internal Single Points of Contact for Non-Police Personnel
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION	
List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.	
1) The Force Values together with the Police Staff Standards of Professional Behaviour are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.	
6. HEALTH & SAFETY TRAINING	
Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required , e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]	
Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.	
You are advised to read the Force's Health and Safety policy which will give a more in-depth	

description of your full Health and Safety responsibilities.

7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?

The post holder will have a resilient approach to analysing the information likely to be encountered, not being easily offended by potentially unsettling material.

8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

Management Vetting (MV) and Security Clearance (SC)

9. TERMS OF APPOINTMENT

The salary will be within Grade F. For full salary range refer to Dorset Police Staff pay scales.

The current core business hours will be as determined by your senior management and will be in accordance with the Force Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.

10. PERSON SPECIFICATION

Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria A	Education to degree level or relevant management / supervisory experience.
Criteria B	Evidence of sound information gathering, research and analytical skills to evaluate, verify and analyse information and intelligence to make high level vetting decisions.
Criteria C	An understanding of the processes and experiences of conducting investigations, including wide ranging investigative interview skills, the ability to extract pertinent information from a variety of resources, and to prepare and present evidence both written and verbally.
Criteria D	A high level of competency using information technology systems to carry out research and for the production and presentation of data to team members,

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
	senior leaders and the HMICFRS.
Criteria E	Detailed knowledge of vetting policy, vetting national guidelines and a sound understanding of vetting processes. Experience of working with systems such as PNC, PND, NICHE and other Force systems. Experience of dealing with sensitive, confidential, and occasionally upsetting information.
Criteria F	Excellent interpersonal, negotiation and communication skills with the ability to deal with matters sensitively and tactfully. Experience of dealing with contentious vetting matters with staff and officers including the ability to communicate effectively at all levels of the organisation.
Criteria G	A Clear understanding of the Data Protection Act as well as the Vetting Code of Practice/ APP to act with discretion and integrity as the post holder will be required to deal/handle with sensitive personal information.
<u>Desirable Criteria (if applicable)</u>	
<u>Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</u>	
Criteria to be measured	Competencies Required
Criteria H	Previous experience within the Police Service including investigation, interviewing or experience with a vetting organisation.