



## Role Profile

### C2121 SO1 Senior Vetting Advisor

#### Role Description

To be the decision maker in the review, retention and disposal of the vetting enquires in accordance with the Vetting Code of Practice and Authorised Professional Practice (APP). Investigating/researching cases and accessing results within the central vetting unit.

#### Main Responsibilities

To implement a thorough and rigorous aftercare and re-vet process for all employees in order to ensure the integrity of the workforce and compliancy with the Vetting Code of Practice, APP and HMICFRS requirements.

To manage all national security clearances utilising a third party supplier, making recommendations for the most sensitive vetting levels in accordance with the Vetting Code of Practice, APP and Government Security Policy Framework.

To provide advice to heads of departments and senior managers to ensure they have appropriate information to inform their decision making regarding management of risk identified in the vetting process within their business areas ensuring security implications for such disclosures are considered.

Make judgements on vetting level requirements and priority cases, ensuring resources Force wide are recruited/managed in a proportionate and timely manner.

To prepare management information in the form of records, reports and statistics on vetting issued as required.

To assist with the training and the provision of advice/guidance relating to the management of vetting records (ensuring compliance with Vetting Code of Practice and APP) to all staff of the Constabulary.

To review and make decisions on vetting appeal applications and fail applications (when not been involved in the original decision).

To undertake Interviews in conjunction with the Vetting Researchers to examine applicants documentation and prepare reports with recommendations for decisions based on the findings and suitability of applicant

To undertake the daily management and leadership of the team of Vetting researchers i

#### Rank\Scale

SO1

#### Reports To

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#### Supervisory Responsibility

Vetting Researchers

#### Additional Information



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Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

#### Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

#### Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

#### Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

### Experience and Qualifications

The post holder must be computer literate and should have a working knowledge of the National Vetting Policies, Home Office vetting guidelines and Data protection issue.

Must have experience of decision making and supervision of staff and their workloads.

You will need to have good written and verbal communication skills, with the ability to negotiate and influence individuals.

Previous experience of undertaking interviews around sensitive material would be advantageous.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Management Vetting (MV) and National Security Vetting - Security Clearance Level (SC).

### Shortlisting

Shortlist

Criteria relevant to the job

Essential

Requirements necessary for safe and effective performance in the job

Additional/ Useful

Where available, elements that contribute to improved/immediate performance in the job

Qualifications



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Experience

Computer literacy both MS and bespoke packages

EE1

Experience of undertaking interviews around sensitive material

EA1

Experience of making decisions

EE2

Experience of supervising staff and their workloads

EE3

Experience of communicating in writing and verbally, with the ability to negotiate and influence individuals

EE4

Working knowledge of the National Vetting Policies, Home office vetting guidelines and Data protection issues

EE5

## Skills



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Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my actions</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same</li> <li>• I always give people an equal opportunity to express their views</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all</li> <li>• I value everyone's views and opinions by actively listening to understand their perspective</li> <li>• I make fair and objective decisions using the best available evidence</li> <li>• I enable everyone to have equal access to services and information, where appropriate</li> </ul>	No
Core Values	Integrity	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li> <li>• I am open and responsive to challenge about my actions and words</li> <li>• I declare any conflicts of interest at the earliest opportunity</li> <li>• I am respectful of the authority and influence my position gives me</li> <li>• I use resources effectively and efficiently and not for personal benefit</li> </ul>	No
Core Values	Public Service	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>	No



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Core Values	Transparency	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communications</li> <li>• I maintain confidentiality appropriately</li> </ul>	No
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	<p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</p> <p>I think about different perspectives and motivations when reviewing information and how this may influence key points.</p> <p>I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</p> <p>I understand when to balance decisive action with due consideration.</p> <p>I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</p> <p>I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</p> <p>I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p>	No



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Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>	No

**NOS**



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NOS Unit	Unit Name	Unit Description