



ROLE PROFILE

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| Role Title: | Vetting Appeals Supervisor |
| Rank/Grade: | (B) tbc (C) Sc6 (H) A4 (supervisory) |
| Job Family: | Business Support |
| Reporting to: | Vetting Manager (i.e. Head of Vetting) |
| Main purpose of the role: | <p>The Vetting Unit Appeals Supervisor will make a documented final decision relating to appeals received by BCH by reviewing the original information and decision along with any fresh information supplied by the appellant.</p> <p>The purpose of the role is to manage the entire appeals process, the line management of administrative support staff and assistance to the vetting management team as necessary. For example to deputise for other supervisors when necessary.</p> |

| Key Responsibilities | |
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| <ul style="list-style-type: none"> Line management responsibility of administrative support staff across the wider vetting team including tasking the case workers to carry out further background enquiries. Making final decisions regarding the suitability of applicants wishing to gain employment with BCH and making final decisions regarding the suitability of existing personnel to retain or enhance their vetting status. This may include working with staff associations or line managers to ensure appropriate welfare support for appellants. To gather, assess and review the original case information and the reliability of the initial decision and to balance this against the new information and the argument provided by the appellant, this may include conducting vetting interviews with internal and external appellants, to assess their suitability for security clearance. This includes carrying out vetting appeals within agreed time scales, and in compliance with service level agreements, providing a bespoke outcome to appellants, including a full rationale for the decision. To provide an organisational vetting solution for existing personnel in cases of a negative Appeal decision, this may include adding Vetting Restrictions for existing personnel which will affect their ability to perform the role in which they are employed. To identify and disseminate any learning identified through the appeals process. To provide assistance to the vetting management team as necessary for cases not involving or less likely to attract an appeal. This may include deputising for other supervisors and managing their team. | |

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| Agile Working | To be decided |
| Psychological Assessment | |
| Return on Investment | |
| Limited Duties | |

| Financial e.g. Limits/Mandates | Non-Financial e.g. Staff Responsibility |
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| <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> Line management responsibility for staff and/or officers |

| Entry Requirements |
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| <ul style="list-style-type: none"> The post holder must have a working knowledge of vetting. [Condition of the College of Policing]. The post holder should have extensive experience of complex problem solving & decision making, with a sound understanding of the legislative, organisational and personal impact of decisions. The post holder should have experience to apply legislation and codes of practice when documenting problem solving and decision making as well as significant experience in using the National Decision Model. |



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- The post holder should have several years of extensive practical experience in a vetting or similar environment, be highly experienced in this field and be able to confidently make highly subjective decisions and judgements about the suitability of people for employment purposes on a case by case basis, often based on limited and/or conflicting information.
- The post holder must hold or be able to pass the College of Policing National Policing Curriculum Module on Force Vetting – Decision Making, Recording and Communicating accessed via NCALT. [Condition of the College of Policing].
- The post holder should be experienced in being constructively critical about other people's decisions and how they went about solving the initial problem, providing positive/negative feedback as necessary.
- The post holder should have practical experience of Investigative Interviewing techniques or similar and/or a formal qualification or training in this field.
- The post holder should have experience of supervising, managing or leading a team.
- The post holder should ensure that the best available evidence from a wide range of sources is taken into account when making decisions. Thinking about different perspectives and motivations when reviewing information and how this may influence key points. A good working knowledge of police databases or information is therefore desirable.
- The post holder should test out facts and assumptions, questioning and challenging the information provided when necessary, identifying patterns, themes and connections between several and diverse sources of information and best available evidence. This also includes investigative interviewing and building a rapport with appellants.

Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence as they will need to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



HERTFORDSHIRE
CONSTABULARY

ROLE PROFILE

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. 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. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. 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. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

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. 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. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.