

ROLE PROFILE Part1	Role Title	Force Vetting Manager				Dept /OCU	PSD
	CPD	PERSONNEL SECURITY & VETTING UNIT MANAGER	VETTING LEVEL MV + SC		PIP LEVEL		PHYSICAL RISK (click)
Grade/Rank	PO3						
Responsible To	Detective Chief Inspector, Professional Standards Department						
Staff Responsible For	All Personnel Security Vetting Unit staff						
Review by (Line Manager)	DCI 27836 Justin DIPPER				Date	19/09/2023	
Purpose of Job	Responsible for the management of the Personnel Security Vetting Unit (PSVU). Manage all pre and post employment security clearances and vetting requirements as defined by the NPCC Vetting Code of Practice and associated Authorised Professional Practice to include all Police and Non Police Personnel. Responsible for the implementation and enforcement of national vetting policies within Hampshire & Isle of Wight Constabulary and ensure harmonisation of processes with the South East Regional (SERIP) vetting units						
Key Accountabilities	- Responsible for the strategic direction and management of all vetting and security clearance tasks within the PSVU. - Effective management of the PSVU Supervisor(s) and PSVU Analyst ensuring that processes remain effective and efficient at all times. - Second line manager responsibility for PSVU Analyst team members. - Authorise the refusal, withdrawal or limitation of Security Clearances for H&IOWC new recruits and existing employees. - To ensure that all staff and officers are in receipt of a current clearance for their role. - Analyse adverse information supplied by the Vetting Supervisor to identify security risks and make assessments for any necessary actions in respect of issuance / refusal or restrictions. - To coordinate the flow of vetting appeals to relevant decision makers. - Manage the processing of all national security clearances in accordance with national agency standards utilising a classified computer system. - Advise Chief Officer Group members, Heads of Departments and senior managers on vetting requirements and relevant risk management strategies for personnel security for both staff of concern and department issues. - Act as the central point of contact for departments to help facilitate their vetting requirements, in particular ensuring staff in covert locations / sensitive roles are suitability cleared to be able to dispense their function. - Ensure a cohesive interface with PSD / ACU (in full) to ensure compliance with national vetting expectations whilst directly supporting the relevant PSD control strategy - To ensure that specific risks identified in the vetting process are effectively managed in association with ACU / HR and that the decision making rationale is fully documented. - Liaise regularly with key stakeholder departments such as HR, Federation, Unison, PSD / ACU to ensure compliance with force vetting policy and procedures while ensuring the PSVU delivers an effective and efficient service.						

	• Represent the Force in vetting both internally, regionally and on a national level, participating in regional and national boards / projects / policy development. • To represent the force in any HMICFRS inspection process of vetting performance. • Conduct Vetting Subject Interviews when necessary for internal and external applicants. • Develop and maintain a detailed knowledge of Vetting disciplines, including an understanding of business benefits and issues, in order to be able to support the communication of Vetting requirements effectively. • To ensure the timely and effective implementation of changes in national vetting policies. • To explore and develop innovation within the vetting environment where appropriate. • Collecting and presenting statistical data and undertaking analysis of information to provide informative non technical reports noting trends and patterns as directed, at both a local, regional and national level. • Give regular and effective service Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. The candidate must have access to reliable transport in order to fulfil the requirement of the role. Willing to undertake relevant training in order to develop his / her expertise.
ROLE PROFILE Part2 Education/Qualifications	Essential: QCF Level 6 or relevant professional experience to bring postholder to comparable level.. Desirable: Relevant supervisory / management qualification.
Experience	Essential: A minimum of two years experience working in a busy office environment undertaking the following duties: • Managing staff including professional development, training and selection • Conducting Performance Development Reviews / Staff Appraisals • The use of computerized information systems for work flow processes including data entry, validation and analysis • Maintaining / Administering complex manual and electronic record keeping systems • Performing quality assurance and data validation checks • Prioritizing personal workloads and the workloads of others against competing demands and meeting challenging deadlines • Investigative Interview experience and training • Experience with Security Vetting procedures

	Desirable: Knowledge of policing organisational structures, practices and terminology · Experience within Personnel Security inclusive of the risk management principles. · Knowledge of police information systems and services · Clear understanding of applicable legislation including but not limited to the Data Protection, Freedom of Information, Human Rights, Police & Criminal Evidence and Computer Misuse Acts · Collecting and presenting statistical data and undertaking analysis of information to provide informative non technical reports
Recruitment & New to Role Professional Development	We are Emotionally Aware Level 3 We Take Ownership Level 3 We Deliver, Support and Inspire Level 3 We Analyse Critically Level 3 Integrity Level 3
Approved by Personnel/Admin manager	Date