



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Directorate of Security

Job Description – Security Vetting Officer – Personnel Security Vetting Team

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Job Description

Job Title	Security Vetting Officer – Personnel Security Vetting Team
Directorate	Directorate of Security
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Overview of the job	<p>The Personnel Security Vetting team are part of Risk and Capabilities Unit in the Directorate of Security. Located in Newport, Wales and Manchester, the team is responsible for evaluative decisions on the suitability of all applicants applying to join the Ministry of Justice and HMPPS Agency who are subject to security vetting. The team contribute to the management of corporate risk on behalf of the organisation, working closely with the Head of Personnel Security Vetting, as well as offering the opportunity to build relationships with individuals and agencies across the criminal justice landscape.</p> <p>The role will contribute to the acceptance or refusal of vetting on over 6,000 applications in the central Ministry and over 22,000 cases per annum in HMPPS.</p> <p>The post holder provides verbal and written advice to senior and recruitment managers in the central Ministry, as well as providing information which contributes to submissions, appeals and PQs.</p> <p>The job role involves close, regular liaison and discussion with recruiting managers and Shared Services vetting teams to ensure any risk to HMPPS is effectively managed. It also involves partnership working with a number of internal and external stakeholders including the police and other criminal justice agencies.</p> <p>This post will be based in Newport or Manchester within one of our vetting hubs. On occasion there may be a requirement to travel for a location other than your base location for full team/unit events.</p>
Summary	<p>The Security Vetting Officer works as a member of the Personnel Security Vetting team. This team is responsible for making evaluative decisions in a range of substantial work areas on the suitability of applicants to work within the Ministry of Justice and HMPPS; it contributes to the management of corporate risk in compliance with agreed policy and procedures.</p> <p>To ensure all applicants are evaluated on a consistent basis and providing cover for colleagues to ensure business continuity in their absence, making decisions in consultation with the Head of Team where necessary.</p> <p>Review and respond to appeals from applicants refused vetting for HMPPS and Ministry of Justice appointments within agreed timescales.</p>

	<p>Undertake sampling checks on vetting applications ensuring checks are accurately submitted to third party organisations.</p> <p>To maintain, review and update the record of staff dismissed and workers excluded held on the HMPPS Exclusion List as required in a timely manner.</p> <p>Contribute to the overall operation of the Personnel Security Vetting team, the post holder will establish and develop stakeholder partnerships, ensuring the organisation applies best practice in security vetting in the most cost effective manner.</p> <p>Contribute to the analysis of data on vetting applicants and decisions, identifying trends and patterns which may require revision and change to existing protocols or deliver procedural improvements.</p> <p>Ensure that all applicants are evaluated in compliance with agreed policy and procedural guidelines, consulting with the Head of Team in more complex cases with wider policy, legal or procedural implications.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Ensure the quality and consistency of decision making, retaining an evidentiary audit trail and knowledge bank for future referral for both the Ministry of Justice and HMPPS. • Operate within the Ministry of Justice SLA constraints and turnaround work to contribute to those timeframes being met. • Consider the applications presented via the Oleo platform and make balanced decisions on their eligibility and suitability to progress to a panel review. • Direct follow up work for clarification purposes with Shared Services Vetting teams as appropriate. • Provide fair, consistent and defensible decisions on the suitability of applicants, maintaining the security and credibility of the service. • Work collaboratively and liaise regularly with a number of key stakeholders including Disclosure Scotland, Disclosure and Barring Service (DBS), Corporate Security Branch, National Security team in Shared Services, recruiting managers and HRBPs. • Applications under the Guaranteed Interview Scheme (GIS) should be progressed taking into account relevant policy and codes of practice. • Consider any appeals/representations against a vetting decision whether from an applicant or third party, providing written notification of outcomes in a timely manner ensuring an appropriate audit trail. • Monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly. • End-to-end management of the Digital Vetting process within the Digital Investigation unit.

	<ul style="list-style-type: none"> • The composition of evidence into formal and detailed reports to enable informed decisions around an individual's suitability for HMPPS employment. • Work closely liaising with Disclosure Scotland to ensure the efficient and accurate delivery of PNC reports. Ensure the integrity of data through quality checks, updating a local database of all cases where inaccuracies have been revealed in order that appropriate remedial action is taken. • Ensure Disclosure Scotland comply with agreed service level agreement (SLA) raising any issues on quality or consistency of service with the contract manager via the Head of the Approvals Team. • Ensure data is handled in line with the provisions of the Data Protection Act (DPA). • This post is part of an adaptable resource and the post holder may be flexibly deployed in response to Ministry priorities. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decision Making • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	On the job training will be provided with any additional training deemed appropriate to the role.
Technical Requirements	
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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