



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Security

Job Description: Security Vetting Delivery Lead

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Job Description

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| Job Title | Security Vetting Delivery Lead |
| Directorate | Security |
| Band | 8 |

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| Overview of the job | <p>Over the last couple of years HMPPS Personnel Security Vetting has successfully implemented several changes and developments in the field of Personnel Security and we are looking for a leader who can deliver with professionalism, expertise and enthusiasm.</p> <p>The Security Vetting Delivery Lead has responsibility for a team of staff making security vetting decisions across HMPPS, and in some instances decisions across the wider MoJ. There is close, regular liaison and discussion required with several key stakeholders including the Shared Services vetting team, business units, and third sector providers.</p> <p>The post holder will be required to continuously develop and motivate a team, with a strong emphasis on creating a culture where staff have autonomy for their personal and team objectives, ensuring alignment with HMPPS values, behaviours and strategic priorities.</p> <p>The post holder will be required to have an understanding of personnel security culture with a focus on risk management and insider threat across custodial environments and the wider HMPPS estate.</p> <p>This is a national post with responsibility for teams located in both Newport and Manchester. There is an expectation to travel to these sites frequently to provide effective face to face supervision to staff located at these sites. This post is a 'dual workplace' position, given the requirement to regularly attend both Newport and Manchester offices.</p> <p>This is a non-operational post.</p> |
| Summary | <p>Responsible for managing the day-to-day delivery of the Personnel Security Vetting Team, the post holder will establish and develop stakeholder partnerships, ensuring the team applies best practice in security vetting in the most cost effective manner.</p> <p>The post holder will act as a key stakeholder in the review and development of existing policy for cross functional subject areas providing succinct and insightful analysis.</p> <p>Responsible for the oversight and quality assurance of decision making across the team, taking into account the differing risk profile for HMPPS and the central Ministry of Justice.</p> |

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| | <p>Analyse 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>Work closely with policy colleagues in the team to ensure that all applicants are evaluated in compliance with agreed policy and procedural guidelines, managing more complex cases with wider policy, legal or procedural implications.</p> <p>Provide oversight of any appeals from applicants refused vetting for HMPPS and Ministry of Justice appointments within agreed timescales.</p> <p>Management of the HMPPS Exclusions Register – the corporate memory of staff and workers either dismissed or excluded in line with the policy requirements. Act as the knowledge expert on the application of the exclusion policy and the associated Exclusions Register.</p> <p>Responsibility for the management and practical application of the Standard Plus policy, which enables those likely to be rejected through normal vetting checks to be considered through the policy.</p> <p>Accountable for managing a sizeable team of approximately 3 Band 7 Security Vetting Managers and 30 Band 5 Security Vetting Officers.</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"> • Manage a team of staff responsible for assessing the suitability of applicants subjected to security vetting screening checks. • Planning, managing and monitoring vetting activities, managing competing demands and priorities to make informed deployment decisions and ensuring best use of available resources. • Setting, monitoring and assess KPIs for individual team members in alignment with wider objectives, taking corrective action as necessary. • Leading, motivating, developing and engaging vetting staff, protecting and promoting workforce wellbeing to uphold professional standards and enable a high performing team. • Providing information, advice and guidance on all vetting matters, to act as a point of contact within HMPPS. • Providing management reports and collating data on vetting activities and decisions made to support management decision making. • Acting as a decision-maker for highly complex or contentious cases and any appeals and revocations or escalating as per guidance where appropriate. • Have a working knowledge of security policies and procedures and the ability to assimilate and apply knowledge quickly over a range of complex subject areas. |

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| | <p>Ensuring corporate standardisation is applied suitably and promising practice applied.</p> <ul style="list-style-type: none"> • Working collaboratively with a range of key stakeholders both internally and from across criminal justice agencies. These relationships are crucial to the operation of the team. • Responsibility for implementing future change in a range of areas pertaining to the Vetting Reform Programme. • Embed a process of continuous improvement ensuring systems are updated to reflect the most recent learning. Learning will be taken from various sources such as reviews with CCU colleagues, high profile cases and recommendation in external reviews. • Develop a security vetting community with other government agencies ensuring recent relevant developments in the security vetting space are shared, considered and acted upon. <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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Civil Service Success Profile Criteria

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| Behaviours | <ul style="list-style-type: none"> • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Developing Self and Others • Managing a Quality Service |
| Strengths | <p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p> |
| Experience | Operational knowledge and a working understanding of prisons and probations services is desirable, but not essential. On the job training will be provided with additional training supported if deemed appropriate to the role. |
| Technical Requirements | |
| Ability | |

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| Minimum Eligibility | <p><i>Please do not alter this box</i></p> <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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