

## Vetting Officer

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**Department:** Justice and Home Affairs

**Division:** States of Jersey Police

**Reports to:** Vetting Team Leader

**JE Reference:** JHA069.1

**Linked Grade:** CS7 - CS8

**JE Date:** 04/04/2025

### Job purpose

The vetting officer role is a link grade of 7 and 8. To reach Grade 8, post holder will need to demonstrate an expert knowledge of all vetting processes and their ability to effectively deputise for the Force Vetting Team Leader. This will need to be demonstrated through the Force HR Forum.

To provide a professional and confidential vetting service, representing the States of Jersey Police fulfilling a wide range of vetting services e.g. Force Vetting (in line with national frameworks) and Disclosure and Barring Service checks (in accordance with agreed practices).

The Vetting Officer along with the Vetting Team Leader will be responsible for coordinating the vetting requirements across the SoJP that are governed by the College of Policing in accordance with the principles of the National Vetting Code of Practice and local SoJP policy.

### Job specific outcomes

- To interrogate the National Policing Systems e.g. Police National Computer (PNC) / Law Enforcement Data Services (LEDS), Police National Database (PND) and locally based systems, and to liaise with colleagues locally and in the United Kingdom, in order to compile disclosure information using DBS Quality Assurance Framework guidelines.
- To apply the quality assurance framework on information in order consider its relevance for to the DBS Enhanced applications received from the Disclosure and Barring Service.
- To prepare written reports in line with the DBS work practices (DBS AT2 & AT3), providing an audit trail for the decisions made when dealing with the DBS applications.
- To produce a formal report which outlines their decisions and rationales If required for more complex or ethically challenging decisions they may make a recommendation for peer review by the Vetting Team Leader for a decision on whether to disclose relevant information.

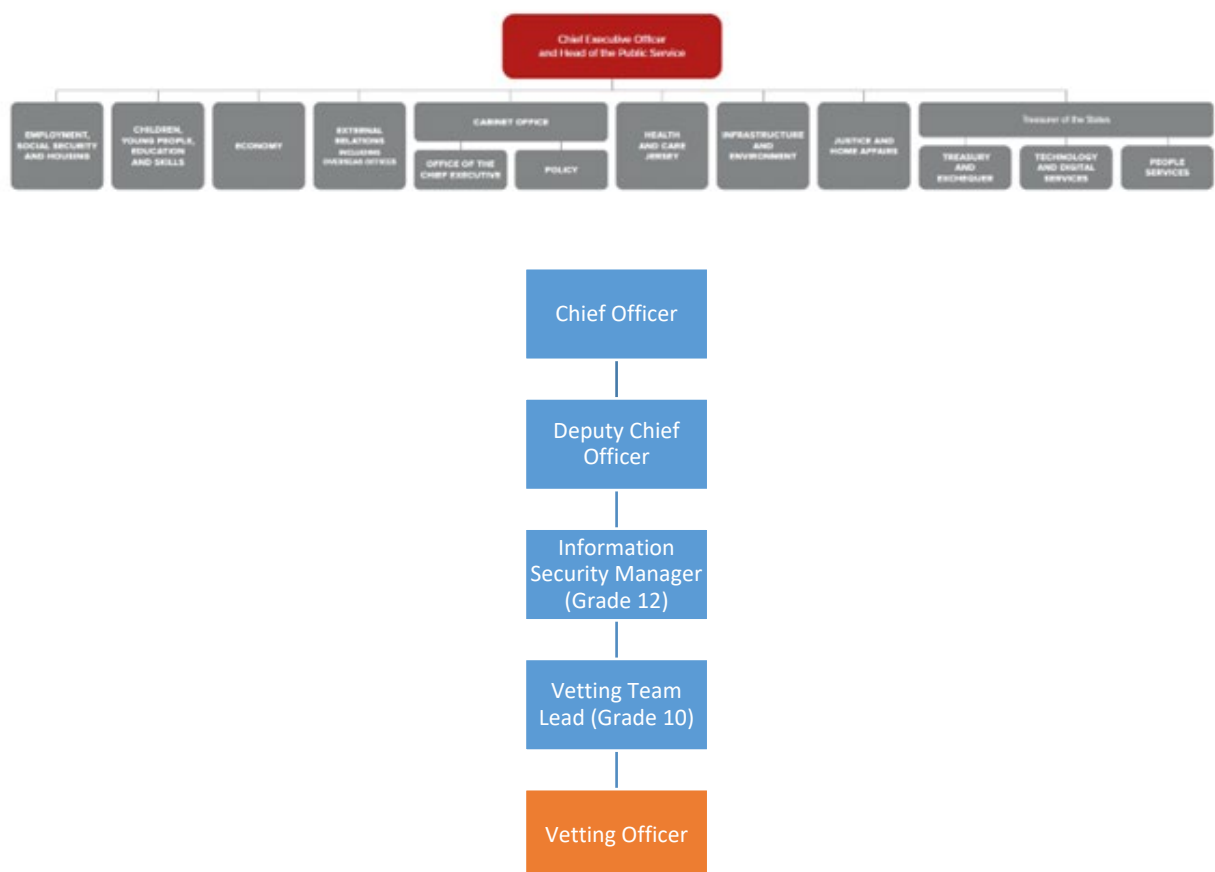
- To carry out all work in accordance with DBS service level agreement and codes of practice in order to remain compliant with relevant publications to ensure the Chief Officer fulfils their legislative obligations.
- To ensure that all of the necessary vetting checks are undertaken on prospective SoJP employees prior to their appointment to post, and on existing employees as a condition of continued employment, in accordance with the relevant SoJP policies and the principles of the National Vetting Code Of Practice
- To ensure that all of the necessary vetting checks are undertaken on non-SoJP personnel including consultants and contractors in accordance with the relevant departmental policies and the principles of the Vetting Code of Practice.
- To prepare and compile relevant reports ensuring that all available information is obtained and provided in order to complete the vetting process enabling the Chief Officer, or delegated authority, to make appropriate recruitment decisions.
- To maintain, create and update records on a variety of computerised databases. To quality assure information held by the SoJP in order to ensure the accuracy and validity of data.
- To maintain secure and effective filing systems ensuring that all information of a sensitive nature is handled in accordance with Law Enforcement Policy and the principles of the Data Protection (Jersey) Law 2018.
- To provide resilience in other functional areas of the Vetting Unit and to undertake any additional duties commensurate with the duties of this post as and when required.
- .The post holder will manage effective processes to ensure robust assessments of all incoming vetting applications; identifying deadlines and prioritising accordingly, ensuring that urgent applications are allocated accordingly.
- The postholder will be expected to deputise for the Force Vetting Team Leader, raising any acceptance of risk reports to the Senior Leadership Team, liaising with managers and customers, ensuring that the work of the unit can proceed without interruption.

### **Statutory responsibilities**

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable or member of the Honorary Police, or publicly supporting someone who is standing for election or playing a public part in any political manner.

This role is dependent on passing and maintaining police recruitment vetting and national security vetting at SC level.

## Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
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<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to at least Regulated Qualifications Framework (RQF) level 5 or equivalent work experience.</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p>	<p>Knowledge or experience of working within a legal or Criminal Justice environment, particularly with evidence of working with confidential sensitive information.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Strong IT skills are essential, with the ability to interrogate systems storing sensitive and intelligence based data, analyse and interpret outputs;</p> <p>Proficient in using computer applications e.g. Microsoft Office etc.;</p> <p>Attention to detail and ability to record information accurately with minimum supervision.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Organised and self-motivated;</p> <p>Ability to accurately record information and data;</p> <p>Ability to deal with a number of requests in a planned and organised way;</p>	

	Excellent numeracy and literacy skills;	
<b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	<p>Practical relevant work experience in the provision of Information management;</p> <p>Evidence of working with confidential sensitive information;</p> <p>Accuracy and attention to detail, together with the ability to identify and rectify errors and use a common-sense approach to managing own workload and priorities.</p>	
<b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i>	<p>There will be exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	<p>Experience and sensitivity when dealing with vulnerable individuals and sensitive information.</p>

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.