

## **JOB DESCRIPTION**

**Post:** Vetting Assistant  
**Grade:** Band C **Job Evaluation Ref:** B729  
**District/Department:** Professional Standards  
**Sector/Section:** Vetting Unit  
**Location:** OCC, Wymondham  
**Reporting to:** Vetting Manager

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

Process and administer vetting checks in accordance with Force policy, the College of Policing National Vetting Code of Practice and APP.

### **2. Main activities of the role *(This list is not exhaustive)***

- Administer vetting processes on behalf of the joint unit in the form of applications, form checking, data input, renewal and aftercare
- Compliance with Force Policy, the College of Policing National Vetting Code of Practice and APP.
- Provide advice and guidance on vetting procedures
- Any other duties that are commensurate with the role and grade as may be requested by management.

### **3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

## **PERSON SPECIFICATION**

**Post:** Vetting Assistant  
**District/Department:** Professional Standards  
**Location:** OCC, Wymondham

### **Essential Criteria**

1. Demonstrate good written communication and numeracy skills
2. Proven ability to research and check information
3. Proven ability to communicate effectively at all levels
4. Experience of maintaining computer based records efficiently
5. Ability to undertake analysis and evaluation of information
6. Basic keyboard skills with working knowledge of Microsoft Office Suite.

### **Desirable criteria**

1. Demonstrate a knowledge of vetting procedures
2. Experience of working with confidential and sensitive information