



## **JOB DESCRIPTION**

**Title – Administration Assistant**

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<b>Post Number:</b>	KC164
<b>Grade:</b>	3 (£21,432 - £22,677) pro-rata
<b>Weekly Hours:</b>	30
<b>Department:</b>	Vetting & Disclosure
<b>Location Work Base:</b>	Tigers Road, Leicester
<b>Status:</b>	Established
<b>Responsible To:</b>	Security Vetting Manager
<b>Responsible for:</b>	N/A
<b>Job Role /Purpose:</b>	To provide an effective administrative and co-ordinator role within the Security Vetting Unit, which includes monitoring of workflows, quality checking of applications, management of vetting renewals and aftercare and monthly management reporting.
<b>Contacts:</b>	All police officers and police staff employees of the Force and of other Forces, external agencies, professional organisations, community groups and members of the public.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **ESSENTIAL CRITERIA**

*A clear definition of the necessary criteria.*

#### **Essential knowledge:**

To have a minimum grade 4 GCSE in English Language and Mathematics or equivalent or demonstrate the ability to work to that level.

#### **Work Experience:**

To have experience of working in a busy administrative environment that deals with sensitive and confidential information.

Computer literate with good keyboard skills.

Competent in the use of Microsoft packages including Word, Excel and Outlook and computer based systems.

Recent experience related to the job requirements, including the input and retrieval of data and maintaining records from computerised databases and spreadsheets.

Ability to work accurately with statistical information to compile data and supply management information.

**Personal / Interpersonal Skills, Aptitudes:**

A high standard of verbal and written communication skills with an ability to respond to enquiries via email, telephone and face to face with internal and external customers and contacts.

To have a methodical approach to work with attention to detail and accuracy.

Demonstrate the ability to work as part of a team.

Must have a flexible approach and the ability to organise own workloads to meet time critical targets and deadlines.

Demonstrate the ability to work on own initiative with minimum supervision.

**Special Skills:**

To attain and maintain Management Vetting and Security Clearance. As part of MV/SC vetting requirements, you must have 5 years continuous UK residency at the time of application.

**Other:**

**This role is office based and not suitable for a hybrid working.**

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**DESIRABLE CRITERIA**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge:**

To have a working knowledge of the Vetting Code of Practice and APP

To have a working knowledge of analysing and interpreting data, including creation of Excel pivot tables and V-Look up.

**Work Experience:**

Demonstrate experience of dealing with Vetting applications and the associated paperwork

## **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

### **Operational:**

Manage the vetting application process for all recruitment including Police Officer, Specials, Staff and Non-Police Personnel vetting to ensure that all applications are received and processed to meet deadlines.

The post holder is responsible for the effective management of the batch recruitment process, preparing, monitoring and updating excel spreadsheets for each cohort.

Monitor for the timely return of vetting applications, supporting the Security Vetting Manager in delivering the force recruitment plan, effectively prioritising and managing high volumes of work to ensure that force targets are met.

Has responsibility for the proactive monitoring of vetting renewals and annual security reviews of all designated posts which may necessitate upgrading of vetting clearance and ensuring that annual security reviews are programmed into the vetting forecasting process.

To effectively contribute to the monitoring and management of all vetting work streams by producing weekly/monthly management information to the Senior Vetting Officer to support the effective delivery of the Security Vetting Unit function.

Maintain close liaison with the HRSC and Partners to ensure time critical activities are completed in the recruitment process.

### **Communication:**

To receive and screen all incoming telephone calls and emails and provide the first point of contact for the Security Vetting Unit.

To make initial contact with vetting applicants and staff to ensure information is correct and complete for vetting checks via automated vetting software, telephone and email. Exercise diplomacy, tact and discretion in managing sensitive personal and confidential matters.

To undertake any research required, extracting information from databases and vetting records and other sources as necessary, to provide timely response to general enquiries.

### **Administration:**

Manage the Employment Vetting Inbox.

Dealing with internal and external customers enquiries by telephone and e-mail

Setting up web-based vetting application forms

Checking ID, documentation and on-line vetting applications for quality and accuracy purposes and initiating follow up enquiries where appropriate. Ensuring that the residency criteria is met and ID/residency documentation meets requirements.

Importing of quality assured data to the vetting database and preparation of case file for the Vetting Researcher.

Maintain and update Vetting databases, spreadsheets, reports, lists and meeting minute taking.

Update Vetting records with leaver notifications and archive and weed records as directed.

To maintain records for all contractor charging.

To manage departmental stationery requirements.

Assist in the provision of Management Information through interrogation of Corevet and other force systems.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

**These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review**

**General:**

Daily plan, prioritise and manage your own workload whilst working as part of a team to meet objectives.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Personal Values /Competencies**

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Public Service

**OTHER**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Management Vetting (MV)
- 2) Security Check (SC)