Vetting Officer (Part-Time)

Dalmarnock

Grade 3: £23,630 (pro-rata)

Ref No: R372/19

The Vetting Team is integral to the Counter Corruption Unit and is the first line of defence in protecting the integrity of the Police Service, its assets and staff. At a time when the Service is under considerable public scrutiny, Vetting and Counter Corruption measures must be robust to protect the organisation from infiltration and insider threats.

The post-holder will undertake vetting enquiries for Police, Police Staff and non-Police personnel within the framework of Police Scotland procedures, to ensure an acceptable level of assurance as to the integrity of the individuals concerned. The successful applicant will be expected to conduct research, develop and analyse information and intelligence from all available databases relating to applicants and where appropriate identify, investigate and assess any matter relevant to vetting which may arise and pose a potential threat to the security and integrity of Police Scotland.

Ideally, with a background in research or intelligence but more importantly, having an eye for detail and inquisitive, applicants must be highly motivated, committed and enthusiastic and be able to work on their own initiative within a team environment. With sound IT skills, they should possess a willingness to learn, have good organisational and communication skills and the ability to manage a significant workload. Opportunities for personal development will be apparent in that this post will provide the member of staff with valuable experience in partnership working internally and occasionally externally whilst allowing them to demonstrate their ability to cope with a demanding workload.

You will be educated to SQA Higher Grade level or equivalent. In lieu of any formal qualifications, proven experience at an equivalent level is essential.

This part time post is permanent and will require to be vetted to Management Vetting and Security Clearance level. You will work 17.5 hours per week, Monday and Tuesday, 9am to 5pm (one hour lunch break, unpaid) and Wednesday, 1.30pm – 5pm.
Some flexibility around start-finish times may be possible.

The following essential competencies will be used for the selection process:

1. Respect for Diversity
2. Effective Communication
3. Personal Effectiveness
4. Service Delivery
5. Team Working
6. Personal Awareness
7. Partnership Working
8. Problem Solving

Please refer to the relevant competencies when completing your application form.

Full details regarding this vacancy can be found in the attached role profile.

We offer a comprehensive benefits package that includes:

- Competitive salary and guaranteed allowances
- Annual salary increments
- Local Government Pension Scheme
- 28 days annual leave and 6 public holidays on appointment
- Wide range of family friendly policies
- Modern, spacious working environments
- Employee Assistance Programme
- Access to range of staff associations
- Scottish Police Recreation Association
- Scottish Police Credit Union
- Cycle 2 Work Scheme

Following the introduction of a new pay and reward model on 01 April 2019 some grading outcomes may be subject to change on conclusion of the job evaluation appeals process.

Individuals working, or applying for, a flexible working arrangement who wish to apply for this post will have their flexible working arrangement considered in line with current policy, as well as both personal and organisational needs.

The Scottish Police Authority and Police Scotland are committed to promoting a diverse workforce and to achieving and promoting an organisational culture where staff and officers are treated with dignity, fairness and respect.

To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete and submit the Equality and Diversity monitoring form, which will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 2018.
Applicants must be a British citizen, a member of the EU or other states in the EEA, a Commonwealth citizen or a foreign national free of restrictions. You should also have been resident in the UK for a minimum of five years immediately prior to application.

No CVs please – full application forms must be completed.

For an application pack:
Visit: www.scotland.police.uk/recruitment or www.spa.police.uk.work-with-us/
Email: RecruitmentTeam2@scotland.pnn.police.uk or
Call: 01786 896 061. Please quote reference number R372/19

Closing Date: Thursday 05 March 2020 by 4.30pm
Interview Date: To be advised

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<tr>
<th>Our Purpose:</th>
<th>To improve the safety and wellbeing of people, places and communities in Scotland.</th>
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<tbody>
<tr>
<td>Our Focus:</td>
<td>Keeping people safe.</td>
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