




JOB DESCRIPTION

Job Title:	Head of Professional Standards and Vetting
Job Grade:	Superintendent
Reports to (Job title):	Assistant Chief Constable Professionalism
Department / Unit:	Professional Standards and Vetting
Department Purpose:	The department is responsible for vetting, for dealing with complaints from members of the public and for misconduct investigations.
Job Purpose:	Leading the professional standards and vetting functions, creating an internal culture that recruits and retains the right people and delivers the highest standards of honesty and integrity. Doing this through enhancing and developing vetting processes and the effective and timely investigation and resolution of complaints and allegations of misconduct; ensuring that lessons learned are identified and used to make improvements; and communicating with all stakeholders to develop and maintain a high level of confidence and trust in the integrity of the force.
Job Dimensions: (eg. staff, budget, area of impact,)	Reporting to the Assistant Chief Constable Professionalism, the postholder has direct line management responsibility for two distinct teams as shown in the organisational structure below. The post holder has budgetary responsibility of approximately £1m per annum. The postholder has significant scope for impact in terms of internal and external relationships, reputation and confidence.
Principal Accountabilities:	Discharging the responsibilities of the appropriate authority as set out in relevant regulations. Providing visible leadership to the force on standards of professional behaviour, taking appropriate action to hold others to account throughout the force and at all levels. Leading, motivating and engaging professional standards and vetting staff, promoting workforce wellbeing and building a high performing team. Building and maintaining strong working relationships with senior leaders throughout the force to provide advice and guidance on professional standards and vetting matters and to identify opportunities for new initiatives that will improve standards of behaviour. Managing and reporting on the performance of the professional standards and vetting functions, setting performance objectives, holding staff accountable for delivering these and taking appropriate corrective action where necessary to ensure the delivery of functional objectives. Managing budget and resources. Ensuring the development and communication of a professional standards and vetting strategic assessment and control strategy and National Intelligence Model compliance. Developing and implementing professional standards and vetting policies and procedures ensuring compliance with the law, Codes, Regulations and College of Policing Authorised Professional Practice.

	<p>Integrating the Code of Ethics to all aspects of CNC business.</p> <p>Understanding future legislative, regulatory, doctrinal and policy changes that will impact on professional standards and vetting areas of business and ensuring capability and capacity is in place to ensure delivery of agreed functional priorities.</p> <p>Collaborating with other forces and national bodies, identifying opportunities and contributing to the development of innovation in professional standards and vetting activities to improve the legitimacy, integrity and accountability of policing.</p> <p>Developing and maintaining effective and enduring working relationships at appropriate levels with the Office for Nuclear Regulation.</p>
<p>Organisational Structure:</p>	 <p>The diagram shows the organisational structure of DCI. At the top is a grey box labeled 'DCI'. Below it are two blue boxes: 'Force Vetting Manager' on the left and 'DI Professional Standards' on the right. Under 'Force Vetting Manager' are two green boxes: 'Recruit Vetting Supervisor' and 'Vetting Review and aftercare supervisor'. Under 'DI Professional Standards' are two green boxes: 'Supervisor Investigations' and 'Supervisor Intelligence'. Below these are four blue boxes representing staff counts: '3 Vetting Officers' (under Recruit Vetting Supervisor), '3 Vetting Officers' (under Vetting Review and aftercare supervisor), '4 Investigators' (under Supervisor Investigations), and '2 Intelligence Officers' (under Supervisor Intelligence). At the bottom are four blue boxes representing administrative roles: 'Administrator' (under each of the two Vetting Officers boxes), 'Administrator' (under the 4 Investigators box), and 'Intelligence Analyst' (under the 2 Intelligence Officers box).</p>
<p>Nature and Scope: (key relationships, job context)</p>	<p>Key relationships with the ONR, IOPC (and in Scotland the PIRC), host forces, staff associations and other support groups, regulatory bodies, and other relevant law enforcement agencies. Key internal relationships with OPU's and departments.</p>
<p>Knowledge, Skills and Experience: (replaces the previous Person Specification)</p> <p>These features will be used to assist with shortlisting against the role.</p>	<p>Knowledge and experience:</p> <p>Experience of leading, managing and developing a diverse team. (Essential).</p> <p>Experienced of making complex decisions and holding accountability for decisions and actions. (Essential).</p> <p>Experience of planning, including experience in leading multiple projects or programmes. (Essential).</p> <p>Possess a thorough understanding of the law, Codes of Practice, doctrine and policy as they relate to professional standards and vetting. (Essential).</p> <p>Accredited and experienced in managing investigations to Professional Investigation Programme (PIP) level 2. (Desirable).</p> <p>Skills:</p> <p>Using a range of communication and influencing techniques and methods to successfully negotiate, to develop and maintain collaboration and to effect change.</p> <p>Engaging a diverse range of stakeholders and draws upon a diverse range of skill sets.</p>

	<p>Operating effectively in environments where stakeholders have competing objectives and ability to understand how to challenge the status quo most effectively.</p> <p>Leading, developing and motivating a diverse team; creating strong engagement with the function's performance objectives and with force values and behaviours.</p> <p>Holding themselves, individuals and the wider team to account for performance and behaviours.</p> <p>Planning in the medium and long term.</p> <p>Setting team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.</p> <p>Making operational and business decisions, applying appropriate frameworks, models and risk management processes and anticipating the implications of decisions.</p> <p>Allocating resources appropriately across the function and utilise commercial acumen to make risk-based decisions that deliver effective outcomes within the available budget.</p> <p>Coaching and mentoring to enable appropriate career and professional development.</p> <p>Creating strategic organisational change that reshapes the function, to deliver appropriate responses to emerging trends and issues.</p>
<p>Other</p>	<p>The above is only an outline of the tasks and responsibilities of the role. The Postholder will agree within reason to undertake other duties over and above those listed in the job description.</p> <p>The Job Description provided to you by the organisation will not form part of your contract of employment unless specified otherwise and may be reviewed on an on-going basis in accordance with the changing needs of the Department/Unit and the Civil Nuclear Constabulary (CNC).</p>

Date Prepared: 27 November 2024

Prepared by: Ian Davies

Authoriser permission:

Date of permission:

The above details outline the scope of the role and should not exceed two sides of A4. Where this is not adhered to, then the job description will not be progressed through associated processes including job evaluation and will be returned for review.