



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 7

### Directorate: Security

## Job Description: Security Vetting Manager

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<b>JD Evidence</b>	

# Job Description

<b>Job Title</b>	Security Vetting Manager
<b>Directorate</b>	Security
<b>Band</b>	7

<b>Overview of the job</b>	<p>The Personnel Security Vetting team are part of Risk and Capabilities Unit (RaCU) in the Directorate of Security.</p> <p>The team is responsible for evaluative decisions on the suitability of all applicants applying to join the Ministry of Justice and HMPPS Agency who are subject to security vetting.</p> <p>The job role reports to the Security Vetting Delivery Lead. The team contribute to the management of corporate risk on behalf of the organisation, working closely with the Head of Risk and prevention procedures and Sopra Steria Limited (SSL). The role also affords the opportunity to build relationships with individuals and agencies across the criminal justice landscape.</p> <p>The role will manage the acceptance or refusal of vetting on over 60,000 applications in the central Ministry and over 22,000 cases per annum in HMPPS.</p> <p>This is a non-operational Headquarters role with line management responsibilities.</p>
<b>Summary</b>	<p>The Security Vetting Manager is one of a small team of managers who have responsibility for the day-to-day management of the Personnel Security Vetting team by supervising and managing the vetting function. They 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.</p> <p>They will direct a team of Security Vetting Officers in the processing of vetting applications in accordance with protocols, procedures, relevant legislation and appropriate timescales, and provide advice and guidance to them on any points of difficulty to ensure that applications are processed in compliance with policy and other legislation, ensuring that that vetting decision outcomes are clearly recorded for all vetting applications in a disclosable format.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Serve as the conduit between the strategic vision of senior management and the operational delivery by Security Vetting Officers (SVOs) and supporting roles. Ensure that senior</li> </ul>

	<p>management's strategies and objectives are translated into actionable plans and effectively communicated to the team.</p> <ul style="list-style-type: none"> <li>• Manage the flow of information within the team and address issues as they arise. Ensure that key information, feedback, and any operational challenges are communicated back to senior management through the appropriate channels.</li> <li>• To act as a professional advisor to strategically manage/maintain the security clearances, vetting process and associated policies and procedures by organising appropriate resources for pre- and post-employment appointments within agreed Service Level Agreements.</li> <li>• To exercise excellent communication and interpersonal skills with the ability to negotiate and influence, to build and maintain working relationships with various stakeholders.</li> <li>• Ensure SVO's are processing vetting decisions that are fair, consistent and defensible by working with colleagues in the Personnel Security Countermeasures who lead on assurance, acting as a point of escalation where necessary.</li> <li>• To maintain an up-to-date knowledge of policy/legislation in relation to Security Vetting and associated Counter Corruption Policies.</li> <li>• Update and maintain the centralised database of those individuals who have been excluded from any establishment in line with published Code of Practice, Data Protection, the Human Rights Act, and other current relevant legislation.</li> <li>• Extract management information from various sources to produce performance statistics for the Personnel Security Vetting Team, paying particular attention to areas requiring improvement and developing staff accordingly.</li> <li>• Lead, motivate, develop and engage a team of vetting staff, protecting and promoting workforce wellbeing to uphold professional standards, including the line management of approximately 10 Security Vetting Officers.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Working Together</li> <li>• Developing Self and Others</li> <li>• Changing and Improving</li> <li>• Seeing the Big Picture</li> </ul>
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<b>Strengths</b>	<b>Note:</b> We recommend you choose 4 to 8 strengths locally – <a href="#">select from the list of Civil Service strength definitions on the intranet.</a>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Take charge of people, situations and decisions</li> <li>• Establishing mutual respect and building relationships with others</li> <li>• Consider other people's views and bring a fresh perspective whatever the situation or context</li> <li>• Flexible and versatile, acts as an advocate for change</li> <li>• Consider the wider factors and long term implications of decisions</li> </ul>
<b>Experience</b>	Previous line management
<b>Technical</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 hour working week
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