

Kent County Council

Job Description: Membership Scheme Vetting Officer

Directorate:	Growth, Environment & Transport
Division:	Growth, Communities & Environment
Grade:	KR 5 – fixed term contract for 18 months
Responsible to:	Intelligence & Standards Manager

Purpose of the Job:

To carry out detailed and thorough due diligence checks for all new and existing members of the Kent County Council trader approval scheme, Trading Standards Checked.

Main duties and responsibilities

1. Undertake thorough due diligence and intelligence checks, in a timely manner on all traders looking to join/renew their membership to the KCC trader approval scheme.
2. Carry out thorough inspection, verification and ratification of all information provided on the application form, ensuring excellent attention to detail, and checking of vital information.
3. Make appropriate contact with members to request documentation and resolve any queries. Assist with trader queries in relation to their application and the process.
4. Carry out routine monitoring of documents required for continued membership to the scheme, ensuring up to date versions are always held on file.
5. Where issues/concerns are identified, produce detailed intelligence reports as required and directed and log securely on the internal intelligence database.
6. Maintain a sound understanding of the sources of intelligence, and how these sources can be developed, and networks widened to benefit the vetting of traders.
7. Understand and maintain an awareness of the significance of the work of the team, the risks that are associated with the work and understand the principles of data sharing and the legislative gateways the team works to.
8. Maintain a detailed understanding of the Data Protection Act 2018, the Freedom of Information Act 2000, and the Law Enforcement Directive to ensure that all information is gathered and processed lawfully.
9. Identify and suggest improvements to the vetting process for traders.
10. Assist with the development and continuous improvement of the intelligence function and its products and services.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification Membership Scheme Vetting Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>5 GCSE's (or equivalent) passes (Grade A*-C), including Maths and English.</p> <p>Level 2 Diploma or equivalent held in any subject.</p> <p>Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.</p>
EXPERIENCE	<p>Experience of completing due diligence checks on businesses, individuals, and applications for membership.</p> <p>Experience in the use of databases and identifying and extracting reliable information.</p> <p>Experience of using the internet as a research tool.</p>
SKILLS AND ABILITIES	<p>Ability to work effectively with supervision.</p> <p>Exceptional attention to detail.</p> <p>Ability to enter and extract information into a database in a timely manner.</p> <p>Ability to prioritise tasks effectively.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to understand the need for accurate data inputting and the implications of inputting incorrectly into the intelligence database.</p>
KNOWLEDGE	<p>Sound knowledge of the Data Protection Act and guidance concerning intelligence sharing, Freedom of Information Act, and the Law Enforcement Directive.</p> <p>Knowledge of information technology, including Microsoft Office, open sources, researching on the internet and closed databases.</p>

BEHAVIOURS AND KENT VALUES	Kent Values: <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make
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