

## Labour Party Job Description

<b>Job Title:</b>	Vetting Officers (x2)
<b>Responsible to:</b>	Selection Process Manager
<b>Location:</b>	Head Office London, or other regional office, with the option of remote working
<b>Key Purpose:</b>	To provide support to the Attack and Rebuttal team. The post-holder will be responsible for assisting with the delivery of the requirements contained in the Labour Party Rule Book to deliver the highest quality candidates possible for the next General Election. The post-holder will also be expected to assist in research that will further the work of the Attack and Rebuttal team.

### Specific Responsibilities

1. To be responsible for researching and analysing prospective parliamentary candidates.
2. To assist in some of the administrative work required by the vetting process, including managing a caseload and meeting strict deadlines.
3. To gather relevant information on opposition candidates in order to assist in the wider work of the Attack and Rebuttal team.
4. To ensure that vetting is carried out to the highest standard, in a confidential and respectful manner.
5. Establish and maintain an effective and secure database of information.
6. Take responsibility for ensuring that full records of all contacts are maintained on the database, in accordance with GDPR.
7. To monitor a caseload of applicants and ensure that a consistent standard of vetting is applied across all nations and regions.
8. To carry out any other task as asked by the Selections Process Manager and the Director of Attack and Rebuttal.
9. Ensure Party values, and organisational need, guides and informs all aspects of the vetting and research programme.

The person will be expected to work flexibly as part of the team. This may include working in the evenings and at weekends. Occasional travel may be required.

## Labour Party Person Specification

### Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

### Knowledge

- Excellent knowledge of the current political situation.
- Knowledge of how publicly available databases can be analysed to retrieve significant information.
- Knowledge / understanding of the Labour Party.
- Knowledge of differences between Labour Party policies and those of the Conservative Party.
- Knowledge of how the media works and an ability to spot good media opportunities.

### Experience

- Desirable- journalism, legal or vetting experience.
- Experience of due diligence work, vetting or candidate assessment.
- Proven experience investigating topics or individuals.
- Experience handling large caseloads and prioritising work.
- Proven experience working as part of a team to meet deadlines.
- Ability to write in a succinct and accurate manner.

### Skills / Ability

- Effective communication skills, both verbal and written
- The ability to work proactively within a large team and respond to a fast-changing news cycle.
- Ability to work within a target driven environment.
- Ability to work effectively as part of a team and on own initiative
- Ability to adapt in complex situations
- Excellent time management skills
- Excellent attention to detail
- Ability to generate innovative new ideas for the Attack and Rebuttal team.