

JOB DESCRIPTION

Job Title: Assessment and Investigation Unit (AIU) Supervisor	
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: AIU Inspector	Band level: 4I
Staff Responsibilities (direct line management of): AIU PCs, AIU PIP 1 Investigators, AIU Investigation Support Officers	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: effectively and efficiently supervise one of the Assessment and Investigation Unit Teams ensuring an effective end-to-end performance delivery of the triage and Investigation process and maintaining standards across the function to deliver high victim satisfaction.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Supervise a team of highly skilled officers and police staff investigators (PSIs). Monitor staff workloads, welfare and wellbeing, supporting the staff members in line with force policy and EAP. Ensure training and development needs are met and that work is carried out to the highest standards.

2. Monitor and be accountable for the overall performance of the AIU officers under your supervision. Ensure offences are allocated to and investigated by the most appropriate officer or member of staff in an effective and timely manner. Ensure appropriate crimes are effectively triaged, assessed and prioritised using the threat, harm, opportunity, risk and victim impact principles

3. Supervise the team to ensure they produce complete and accurate prosecution files, including full disclosure of unused material, for delivery in accordance with Court deadlines, thereby improving the quality of evidence presented and enhancing the prospect of a successful prosecution.

4. Ensure Home Office Counting Rules, National Crime Recording Standards and the Victims Code are adhered to for each investigation and a proportionate outcome is achieved and appropriately recorded, filed and finalised.

5. Supervise the creation of high quality investigations for handover ensuring that they are evidentially sound and "arrest ready". Allocate to other individuals or departments within required timescales as appropriate as per LPA or Departmental Service Level Agreements.

6. Ensure issues of criticality, threat, harm, opportunity, risk or victim impact are escalated to senior officers as necessary and appropriate.

7. Attend court and give evidence in relation to those aspects of any investigation which are within the post holders' personal knowledge, or in which the post holder has had any involvement during the investigative process.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
Required to lead and manage police staff and officers with investigation of criminal offences and other incidents, through gathering evidence on a case to complete preparation of a full file for prosecution by CPS (if required). The files will range in complexity from files prepared for Crown Court for offences not dealt with by specialist units and a high volume of bulk crime cases dealt with by Magistrates Courts.
Work within the AIU county hub and may be required to travel the entire geographical area of the Hub and the force in order to support the AIU, liaising with colleagues to ensure this is done in the most efficient and effective manner.
Required to lead and manage police staff and officers who may meet the definition of disability under the Equality Act 2010 and are classified as adjusted or recuperative, in line with relevant guidance including RAMP adjusted and recuperative duties guidance.
Required to lead and manage police staff and officers who have protected characteristics as defined by the Equality Act 2010 and currently or wish to work flexibly, in line with relevant guidance the flexible working policy.
The key areas of business for the team are volume crime.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven experience in a supervisory role.	E
2. Proven customer service skills with a particular focus on engaging effectively with people at all levels, sometimes in potentially confrontational situations.	E
3. Proven experience of working within an investigatory type role, using working knowledge and experience of Criminal Law and Criminal Justice procedures.	E
4. Meticulous attention to detail and the ability to gather and record information effectively within set procedure, in a logical easily understood format and style.	E
5. Proven experience of problem solving and decision making.	E
6. Experience of working within a team environment with demonstrable organisational and time management skills.	E
7. Proven, good standard of secondary education (preferably in English Language GCSE or equivalent).	E
8. Ability to travel across Thames Valley when required. Working hours and level of flexibility are specific to each role and will be discussed at interview.	E
9. Proven understanding of cultural differences and experience of working in a diverse environment.	E
10. Flexible in approach in terms of working times and able to undertake shifts to work evenings and weekends as required.	E
11. PIP 1 accreditation.	D

12. Knowledge and/or experience of the Criminal Justice system, or an understanding of the relevant legislation as it relates to the role.	D
13. Have an understanding and basic knowledge of risk assessments.	D
Additional comments: Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.	