

## JOB DESCRIPTION

<b>Job Title:</b> PIP 2 Investigator (Serious and Complex Crime)	
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Detective Inspectors or Detective Sergeants	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** manage and progress the investigation of criminal offences and other incidents/enquiries, working as an integral part of a mixed economy team of Police Officers and Staff. Complete investigative actions, prepare case papers ensuring file completeness and delivery in accordance with Court deadlines, legislation and Force policy and maintain victim and witness confidence to facilitate successful outcomes.

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. Plan, coordinate and undertake investigations as tasked, utilising all available appropriate techniques and technologies to detect and reduce crime thereby bringing offenders to justice. Support the wider investigative team as and when required by providing resilience, supporting fast time investigations where appropriate. Ensure investigative actions are recorded and maintained via NICHE to ensure accuracy, scrutiny, timely completion and adherence to the Victims Code.
2. Plan and conduct the interviewing of suspects and witnesses to identify further investigative opportunities and to obtain best evidence. Use specialist interviewing skills in order to achieve best evidence, for example Visual Recorded Interview.
3. Prioritise, analyse and interpret Intelligence/evidence on scene, using appropriate forensic techniques to optimise intelligence/detection opportunities. Seize exhibits when required, ensuring they are handled according to current guidelines and policy. Ensure prompt and accurate recording and storage of evidence and intelligence to maintain continuity and evidential integrity.
4. Deliver a victim-centred service by visiting, assessing and supporting victims to ensure investigations are concluded promptly in line with the Victims Code, ensuring support is available to victims throughout the investigation and prosecution process. Prioritise investigations and manage a caseload, maintaining prompt and accurate records of actions within the OEL on NICHE providing an audit trail and evidencing full compliance with the victim codes and witness charter.

5. Create prosecution files ensuring that they are evidentially sound, compliant with current Better Case Management Guidelines and submitted to File Upgrade Room/CPS within required timescales. Promote high quality handover packs, investigations and file quality by providing feedback to supervisors and colleagues, striving to continually improve case file management.

6. Ensure the timely processing of all digital evidence (e.g. mobile devices, CCTV) and that it is of a sufficient standard for court. Ensure compliance with the Criminal Procedure & Investigations Act when conducting investigations in order to ensure disclosure requirements are met.

7. Attend all court hearings as required to give evidence, ensure welfare of victim and witnesses, availability of evidence and exhibits and to support the prosecution team.

8. Work with partner agencies to ensure the safeguarding and welfare of vulnerable victims. Develop multi-agency plans and strategies, including longer-term problem solving, to manage threat, harm and risk and reduce repeat offending/victimisation. Attend strategy meetings and case conferences where appropriate. Be alert to safeguarding issues during interactions with any member of the public. Make referrals where appropriate to the MASH and escalate any concerns if urgent action is required. Keep up to date with all vulnerability training.

9. Prepare and update investigative and intelligence strategy documents for investigations. Collate intelligence to provide a local, 'hubbed' or regionally accurate overview of ongoing investigations dependent on functional unit. Prepare written reports summarising lines of enquiry, intelligence and other complex issues.

**Additional Information:** Due to the nature of the organisation, it is likely that there will be a requirement for Police Staff Investigators (dependent on personal circumstances) to work flexibly outside their 'normal' working hours or in different locations, especially during major incidents, serious or complex investigations or special operations, for which appropriate overtime allowances and travel costs where applicable will be paid.

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:***

The role holder will hold Designated Powers and be required to achieve and maintain the relevant PIP level accreditation for this role.

Working as an integral part of a mixed economy team of Investigators including Constables, Detectives and Police staff, PIP2 Investigators will be required to conduct similar activities to their Police Officer colleagues (other than arrest of suspects) including deployment to incidents and performing the role of Officer In Charge (OIC) to progress investigations. They will manage a caseload of more complex and serious crime investigations and as a result, particularly at times of high demand or during major incidents, during special operations or serious/complex investigations will be required to work flexibly, often beyond 'normal' finish times, and in locations other than their normal place of work.

The role holder will be required to both manage a case load as OIC of more complex and serious crime (for example serious sexual assaults of both adults and children, burglary or robbery crime series, Grievous Bodily Harm, Domestic Abuse) and to assist Police Officers with investigation of criminal offences and other incidents. They will also gather evidence on a case to complete preparation of a full file for prosecution by CPS. The files will be required to be of sufficient quality to present at Crown Court.

The role holder will be required to travel the entire geographical area of a Local Police Area, Force Crime/PVP Hub, or on occasion outside of their normal geographical area, in order to obtain statements and evidence, liaising with colleagues to ensure this is done in the most efficient and effective manner. Vehicles will be provided.

The role holder will need to liaise with a range of internal stakeholders including Criminal Justice teams regarding outstanding actions and submission of files. The role will also require a higher level of partnership working particularly in the area of safeguarding in order to develop multi-agency plans and strategies to manage threat, harm and risk and reduce repeat offending/victimisation.

There is an expectation that a varied and wide range of cases will be dealt with, including some of a sensitive and/or distressing nature. Personal resilience as well as discretion, integrity and empathy are therefore essential requirements of the role. Psychological screening will be required for roles in certain functions (for example Child Abuse Investigations Unit) as part of the recruitment process.

The role holder will be required to work a flexible shift pattern including evenings and weekends and will have no line management responsibility.

PIP 1 and 2 Investigators must hold Designated Police powers. Additional Training will be provided to enable them to use these powers lawfully and effectively.

**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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good standard of secondary education including English and Maths to GCSE level or equivalent. Excellent verbal and written English and good numeracy skills.	E
2. Must have PIP 1 accreditation. Must have or be able to obtain a National Investigators Exam (NIE) pass, within two attempts (there are currently 4 opportunities in a calendar year) or within a year of entry as a maximum, in order to remain in post. The full Investigators Development Programme (IDP) including the portfolio must be completed within 3 years of passing the NIE in order to achieve Professionalising Investigations Programme (PIP) 2 accreditation which is mandatory for the role. A full support package	E

including study material, crammer course and study leave will be provided to enable post holders to meet both these requirements.	
3. Excellent communication skills with an ability to effectively adapt communication style to suit the situation and audience. Good listening and questioning skills and an ability to engage effectively, demonstrating empathy with and understanding of people from diverse communities and backgrounds, sometimes in potentially confrontational situations.	E
4. Meticulous attention to detail, the ability to think logically and the ability to gather, record and present information in relation to complex circumstances effectively, even whilst under pressure, within set procedures and in an easily understood format and style.	E
5. Problem solving and decision making skills with the ability to effectively analyse information and assess risk in relation to complex and serious situations in order to set priorities.	E
6. Experience of working within a team environment with demonstrable organisational and time management skills with the ability to manage multiple priorities and the ability to work effectively under pressure.	E
7. Good IT skills with the ability to learn and effectively utilise new systems in order to extract and analyse data and progress and record investigations.	E
8. Must have capability to travel to different locations across a Local Police Area or geographical hub and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential **.	E
9. Flexible in approach in terms of working times and locations and able to undertake shifts to work evenings and weekends as required.	E
10. Ability to undertake limited Physical Personal Safety Training sufficient for deployment to incidents and work outside the police station environment interacting with suspects, victims and witnesses.	E
11. Understanding of cultural differences and experience of working in a diverse environment.	D
<p><b>Additional comments:</b>  At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>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.</p>	