

Job Title: Investigation Support	
Job Evaluation Number	C172

## JOB DESCRIPTION

<b>Job Title:</b> Investigation Support	<b>Location:</b> Force Wide (various)
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> Detective Sergeant/Detective Inspector	<b>Band level:</b> 2E
<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:** provide an effective and efficient support function within a mixed economy team of Police Officers and staff, including; administrative tasks, evidence collection and recording tasks on Niche RMS.

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. Undertake evidence collection accurately and efficiently within an investigatory process, to support a mixed economy team of Police Officers and staff.
2. Record witness accounts in the form of a statement which meets the required evidential and quality standards to comply with CPS guidelines
3. Undertake tasks as directed by an OIC or supervisor in line with level of training and designation which includes house to house enquiries, the scoping, seizing and viewing of media footage and exhibit handling.
4. Review material in accordance with the Criminal Procedure Investigation Act (CPIA) to identify further lines of enquiry or relevant material where directed by the OIC or the Disclosure Officer.
5. View CCTV and/or other media footage as circumstances dictate, which will include copying relevant footage, obtaining evidence from mobile phones and identifying further investigative opportunities.
6. Attend court to give specific evidence when required, including evidence of exhibits seizure / handling, statement taking and to support the investigation/prosecution team.

**CAIU based Investigation Support only (all of the above accountabilities including ):**

7. Assist OICs and supervisors to work with partner and support agencies in response to victim updates, information sharing, risk assessments and collation of evidence

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 carry out specific tasks within the investigative process, providing support within a mixed economy team of Police Officers and staff.

The role holder will hold a limited suite of designate powers relating to seizure to allow for effective deployment in support of investigations.

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The role holder will be expected to identify and report investigative opportunities outside the scope of this role.

The role holder may be required to travel the entire geographical area of Thames Valley Police or other forces as necessary in order to obtain statements and evidence, liaising with colleagues to ensure this is done in the most efficient and effective manner.

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

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.

Required to develop a strong working knowledge of the current investigatory process, Police regulations and statutory obligations.

#### 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 education with GCSEs (Grade 9-1/A-C) or Key Skills level 2 or equivalent in English.	E
2. Computer literate with knowledge of Microsoft Office applications; confident at intermediate level with an aptitude/willingness to learn new systems/technology and TVP Systems.	E
3. Good interpersonal and communication skills to enable the post holder to interact confidently, effectively and professionally with all stakeholders including staff and members of the public.	E
4. Proven ability to organise, plan, manage and prioritise workloads. Be adaptable, flexible and resilient with a willingness to learn new processes whilst working to clear timescale deadlines.	E
5. Flexible approach to working is essential as some assignments may require evening and weekend working at various locations.*	E
6. Must have capability to travel to different locations across the Force 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 advantageous**.	E

**Additional comments:** At interview, candidates will be asked to:

\*confirm their willingness to undertake occasional evening and weekend working.

\*\*confirm their willingness to successfully undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

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.