

Job Title: Designated Investigator	
Job Evaluation Number	A587

## JOB DESCRIPTION

<b>Job Title:</b> Designated Investigator	<b>Location:</b> Force wide (Generic)
<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> 3G
<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/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, co-ordinate 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 obtain best evidence.
3. Prioritise, analyse & 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 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. Ensure 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. Comply 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. 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.

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**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 Designated Investigator will work alongside Police Officer colleagues (PCs and/or DCs depending on the unit) conducting similar activities (other than arrest of suspects) including deployment to incidents and performing the role of Officer In Charge (OIC) to progress investigations. At times of high demand or during major incidents, special operations or serious/complex investigations this is likely to include the requirement (dependant on personal circumstances) to work flexibly beyond 'normal' finish times and in locations other than their normal place of work.

The role holder will be required to both undertake a case load as 'OIC' and assist Police Officers with investigation of criminal offences/other incidents by gathering evidence to complete preparation of a full file for prosecution by CPS. These will range in complexity from files prepared for Crown Court in relation to serious and complex crime e.g. domestic assault, fraud, burglary, sexual assault to high volume, bulk crime cases dealt with by the Magistrates Courts.

The role holder may be required to travel the entire geographical area of a Local Police Area or Force Crime/PVP Hub 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 will need to liaise with a range of internal stakeholders including Criminal Justice teams regarding outstanding actions and submission of files.

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.

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

**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>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</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. Good communication skills, in particular listening and questioning skills, with the ability to engage effectively and demonstrate empathy with and understanding of people from diverse communities and backgrounds, sometimes in potentially confrontational situations.	E
3. Meticulous attention to detail, the ability to think logically and the ability to gather and record information effectively within set procedures, in an easily understood format and style.	E
4. Problem solving and decision making skills with the ability to effectively analyse information and to identify and assess risk and vulnerability in order to set priorities.	E

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5. Experience of working within a team environment with demonstrable organisational and time management skills, the ability to manage multiple priorities and to work effectively under pressure.	E
6. Good IT skills with the ability to learn and effectively utilise new systems in order to extract and analyse data to progress/record investigations.	E
7. 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
8. Flexible in approach in terms of working times and locations and able to undertake shifts to work evenings and weekends as required.	E
9. 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
10. Understanding of cultural differences and experience of working in a diverse environment.	D
11. Knowledge and experience of Criminal Law and Criminal Justice Procedures and some previous experience of working in an investigative role. Knowledge and understanding of Data Protection regulations	D
<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.	