

Job Title: ECU Investigator	
Job Evaluation Number	C196

## JOB DESCRIPTION

<b>Job Title:</b> ECU Investigator	<b>Location:</b> Economic Crime Unit – HQ North or Loddon Valley.
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Detective Sergeant - ECU	<b>Band level:</b> 3G (Entry) 3H (Fully Qualified)
<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 finance 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.

**KEY ACCOUNTABILITY AREAS:** Define the important aspects 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 financial 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.
3. 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, 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.
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. 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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9. Complete and maintain Financial Intelligence Officer accreditation. Carry out financial intelligence development relating to fraud and money laundering offences. Keep up to date with Proceeds Of Crime Act legislation.

**Additional Information:** Due to the nature of the organisation, it is likely that there will be a requirement for ECU 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 such 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, ECU 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 mostly fraud and financial crime 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. These will range in complexity. 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 Thames Valley 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.

The role holder will be required to work a flexible shift pattern not including evenings and weekends and will have no line management responsibility.

The role holder must have or obtain a National Investigators Exam (NIE) pass. Once in post they will be expected to complete their ICIDP Portfolio in order to achieve PIP 2 accreditation as a requirement of the role. ECU Investigators will hold Designated Police powers. They will be supported to complete their ICIDP portfolio in order to be accredited to Professionalising Investigations Programme (PIP) 2 level which is a role requirement.

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**Complex Fraud Team:** In addition to key accountability areas, conduct complex fraud and money laundering investigations. Provide advice and guidance to internal and external colleagues in relation to fraud, criminal finance investigations and financial safeguarding. Act as exhibits / disclosure officer.

**Financial Crime Support Team:** In addition to key accountability areas maintain knowledge of action fraud procedures for receipt and dissemination of fraud referrals for TVP. Carry out financial intelligence and other checks to assess fraud cases and determine appropriate dissemination. Provide advice and guidance to internal and external colleagues in relation to fraud investigation.

**Criminal Finance Team:** In addition to key accountability areas obtain and maintain knowledge of Moneyweb system in order to search, review and maximise use of Suspicious activity reports for investigations and safeguarding. Conduct money laundering investigations. Provide advice and guidance to internal and external colleagues in relation to criminal finance investigations and financial safeguarding.

**Asset Recovery Team:** In addition to key accountability areas obtain carry out financial investigations with a view to establishing if restraint / confiscation proceedings are appropriate. Ensure criminally derived assets are identified for consideration of forfeiture in accordance with legislation and policy

#### 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 experience of working in an investigative role within the criminal justice system or equivalent. Must possess or be willing to work towards successful completion of the National Investigators Exam (NIE) and ICIDP in order to achieve Professionalising Investigations Programme (PIP) 2 accreditation once in post*.	E
3. Must possess or be willing to work towards successful completion of the National Crime Agency Financial Intelligence Officer accreditation once in post and maintain this accreditation*.	E
4. 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
5. 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
6. 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
7. 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
8. 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

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9. 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
10. Flexible in approach in terms of working times and locations and able to undertake shifts to work evenings as required.	E
11. 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
12. Understanding of cultural differences and experience of working in a diverse environment.	D
<p><b>Additional comments:</b> * Progression from the 3G to 3H grading will be dependent on the role holder passing the NIE exam.</p> <p>** 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>	