

Job Title: CTP SE/SEROCU Specialist Investigator	
Job Evaluation Number	B840

JOB DESCRIPTION

Job Title: Specialist Investigator (CTP SE/SEROCU)	Location: CTP SE/SEROCU
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Investigations Team	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: Co-ordinate and support major/ sensitive investigations, gathering evidence and intelligence in support of investigative strategy.

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. Working in collaboration with key partner agencies tasked with the investigation of matters impacting on national security/serious & organised crime or CSE, assist with investigations in accordance with legislation and good practice, e.g. evidence collection and preparation.*
2. Provide support to the DS tasked with investigating any reactive or intelligence led operational activity, such as the review of digital storage media.
3. Update and complete investigative actions as allocated through relevant systems, ensuring best evidence is achieved in accordance with the aims of the investigative strategy and relevant operating procedures.
4. Attend briefings to participate in and where appropriate update the investigation team, identifying pertinent information and bringing this to the attention of the management team as appropriate, urgently if required.
5. Prepare written reports summarising lines of enquiry, evidence and other investigative tasks. Conduct necessary administration including creating and maintaining documentation in support of investigative functions.
6. Collect intelligence relating to investigations and record this on systems for dissemination, to assist in developing ongoing investigations across the south east region.

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:

Develop and maintain effective working relationships with collaborative forces across the south east region and other partner agencies.

Conducts witnesses and suspect interviews to obtain best evidence.
Conducts investigative actions in a timely manner and to a professional standard.
Assist with the evidential review of material seized during premise searches.
Assist in the process of viewing digital storage media, e.g. phones, computers and associated storage devices.

Adhere to best practice with exhibit handling, maintaining a clear provenance and continuity during the investigative process through the pre and post trial.

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Undertake tasking as directed by the SIO or through the daily investigation meeting. Assist in the collection and flow of sensitive material in relation to domestic extremism and counter terrorism.

UCOL roles only - Will be required to view explicit material of a sexual content/nature

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 ability to carry out evidential and intelligence enquiries as part of a team.	E
2. Recently trained, experienced and effective investigator.	E
3. Proven ability to recognise sensitive information and maintain discretion and confidentiality.	E
4. Self-motivated with flexible approach in terms of working times and able to cope with pressure, using initiative to solve problems.	E
5. Proven ability to demonstrate excellent interpersonal and communication skills at all levels. Articulate, methodical, conscientious and concise.	E
6. Effective working knowledge and experience of Criminal law and Criminal Justice procedures, Disclosure and CPIA.	E
7. Experienced in the preparation RIPA applications and liaison with other connected departments.	D
8. Effective working knowledge and experience of complex serious or series crime.	D
9. Experience in preparation of written reports and investigative documents within particular fields and coordination of their execution.	D
<i>The following criteria apply only to the SEROCU UCOL Specialist Investigator</i>	
10. Effective working knowledge and experience of The Sexual Offences Act 2003 and other offences and amendments.	E
11. Effective working knowledge and experience of complex serious or child abuse/exploitation crime.	E
<p><i>Additional Comments:</i> Applicants should be willing and able to travel, sometimes at short notice, to different locations across and occasionally beyond the SE Region and undertake all tasks in a timely manner.</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>	