

Job Title: Accredited Investigator	
Job Evaluation Number	A587

JOB DESCRIPTION

Job Title: Accredited Investigator	Location: Forcewide (Generic)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Detective Inspectors and Detective Sergeants	Band level: 3G
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: assist police officers in the investigation of criminal offences and other incidents, and for preparing cases papers, ensuring file completeness and delivery in accordance with Court deadlines, legislation and force policy.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

<i>The key result areas in the role are as follows:</i>	<i>% time</i>
1.To relieve front line operational police officers of admin tasks involved with investigations of crime and other incidents including taking statements of evidence from victims of crime or those involved in other incidents and witnesses to such occurrences.	25
2. To manage each case individually using effective decision making to ensure that all enquiries necessary to prepare case files are identified and completed within designated timescales, through active personal involvement and in association with other investigative officers.	20
3. To produce complete and accurate prosecution files, including full disclosure of unused material, for delivery in accordance with Court deadlines, thereby improving the quality of evidence presented and enhancing the prospect of a successful prosecution.	25
4. To undertake primary and secondary investigations, house to house enquiries, securing and preserving forensic evidence or other evidence relating to investigations or incidents, to enhance the quality of the prosecution file for court and CPS in accordance with relevant force policies and procedures.	25
5. To attend court and give evidence in relation to those aspects of any investigation which are within the post holders' personal knowledge, or in which the post holder has had any involvement during the investigative process.	5

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:

Required to both undertake a case load and assist police officers with investigation of criminal

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offences and other incidents, by gathering evidence on a case to complete preparation of a full file for prosecution by CPS. The files will range in complexity from files prepared for Crown Court for offences not dealt with by specialist units and a high volume of bulk crime cases dealt with by Magistrates Courts.

May be required to travel the entire geographical area of the hub in order to obtain statements and evidence, liaising with colleagues to ensure this is done in the most efficient and effective manner.

To liaise with the Case Progression Officer and File Administrators regarding outstanding actions and submission of files. Support and guidance will be provided by the Detective Inspectors and Detective Sergeants who will be allocating the work.

There is an expectation that a varied and wide range of cases will be dealt with, including some of a sensitive nature.

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.

<i>The knowledge or skills required in the role are as follows:</i>	<i>E/D</i>
1. Proven customer service skills with a particular focus on engaging effectively with people at all levels, sometimes in potentially confrontational situations.	E
2. Proven experience of working within an investigatory type role, using working knowledge and experience of Criminal Law and Criminal Justice procedures.	E
3. Meticulous attention to detail and the ability to gather and record information effectively within set procedure, in a logical easily understood format and style.	E
4. Proven experience of problem solving and decision making.	E
5. Experience of working within a team environment with demonstrable organisational and time management skills.	E
6. Proven, good standard of secondary education (preferably in English Language GCSE or equivalent).	E
7. Must have capability to travel to different locations across the 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. Proven understanding of cultural differences and experience of working in a diverse environment.	E
9. Flexible in approach in terms of working times and able to undertake shifts to work evenings and weekends as required.	E

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10. Ability to undertake Physical Personal Safety Training.	E
11. Have an understanding and basic knowledge of risk assessments.	D
12. Knowledge and/or experience of the Criminal Justice system, or an understanding of the relevant legislation as it relates to the role.	D
<u>Additional Comments:</u> * 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.	

Problem Solving: All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

The problems that have to be dealt with in carrying out this role include:

1. Must ensure their own safety and that of the public when scheduling interviews with victims and witnesses and carry out risk assessments in relation to each task they carry out.
2. Expected to know how to minimise the potential for and deflate conflict when gathering evidence to support a case, by planning ahead, using equipment provided and using diverse interpersonal skills.

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

The role involves the following planning activities:

1. Expected to plan, manage and prioritise their workload to agreed timescales.
2. Required to schedule interview with victims and witnesses to ensure completion of the investigation.
3. Expected to liaise with other team members, agencies and CPS to ensure optimum use of time available to produce files to court deadlines.

Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. Manage a case load and decide on the best course of action to collate the evidence required, in line with legislation and force policy.
2. Carry out interviews in accordance with the PEACE model (Preparation and Planning, Engage and Explain, Account Clarification and Challenge, Closure, Evaluation).
3. Interview witnesses and victims applying correct legislation including PACE (Police and Criminal Evidence Act 1984).

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Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

1. Display strong negotiating and influencing skills when dealing with victims and witnesses.
2. Ability to engage with people at all levels when gathering evidence and able to work within a team.
3. Ability to listen, plan and accurately gather and record information.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:

1. Written records in style and format required for submission on a case file.
2. Customer focus with good interpersonal skills when dealing with victims and witnesses.
3. Organised and well structured communication with team, colleagues and other agencies to progress workload.

Signed Dated

Print Name

ROLE PROFILE	Broad Band 3 Police Staff	
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	CORE COMPETENCIES The role holder should effectively deliver these key requirements:
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Public Service	Serving the Public – level 2
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Leadership	Leading Change – level 2 Leading People – level 2 Managing Performance – level 2
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Professionalism	Decision making – level 2 Working with others – level 2 Professionalism – level 2
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