

Job Title: Specialist Investigator (PIP2)	
Job Evaluation Number	B924

JOB DESCRIPTION

Job Title: Specialist Investigator (PIP2)	Location: Forcewide
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Detective Sergeant (DS) or equivalent	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: Effectively and efficiently Investigate, detect and reduce crime in line with force priorities. Work in partnership with other agencies to deliver safeguarding.

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:	% time
1. Promptly investigate crimes allocated using the full range of investigative techniques and technology available to detect and reduce crime by bringing offenders to justice.	20%
2. To produce complete and accurate prosecution files, including full disclosure of unused material, for delivery in accordance with Court deadlines. Improving the quality of evidence presented and enhancing the prospect of a successful prosecution.	15%
3. Support victims of crime using specialist interviewing skills in order to achieve best evidence (e.g. VRI).	15%
4. Work with Partner Agencies to ensure the safeguarding and welfare of vulnerable victims, together with longer term problem solving as necessary. Attend strategy meetings and case conferences where appropriate.	10%
5. 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; ensuring support is available to victims throughout the investigation and prosecution process.	10%
6. Plan and conduct Interviews of suspects and witnesses in accordance with National guidelines and Policy, effectively evaluating and responding to accounts provided.	10%
7. Attend ALL court hearings as required ensuring the welfare of the victim and other witnesses, availability of evidence and exhibits in support of the Prosecution team.	10%
8. Provide a timely response to allocated crime ensuring the preservation of scene(s) & other evidence; searching and seizing where appropriate.	5%
9. Identify and disseminate information and intelligence. Share information with partners as per statutory guidance and Policy.	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:

This role carries the same responsibilities as a Detective Constable (which would take significant development as a PC and a good understanding of investigative processes). There is a need for

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accountability and resilience , due to the risk carried and the reputation of Thames Valley Police
This role carries designated powers so that the post holder may re-arrest, detain and question individuals as part of their investigations.
The post holder will be expected to carry their own workload as well as assisting colleagues with theirs.
Will be required to travel the geographical area of the hub (& sometimes beyond) to obtain evidence and statements; attend meetings and attend court.
Required to work a flexible shift pattern including evenings and weekends.
Required to work with minimal supervision.
CAIU Specific responsibilities:
The post holder will need to be able to deal with serious crime and safeguard the welfare of children at risk of harm (often in particularly complex family dynamics) in partnership with external agencies.
Specialist Interview skills (VRI training).
Specialist investigative skills (SCAIDIP).

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. Demonstrate effective communication to achieve a satisfactory outcome with both internal and external stakeholders, and at all levels. The ability to communicate ideas and information effectively, both verbally and in writing, including report writing and file preparation. Able to challenge in an appropriate manner.	E
2. Demonstrate good analytical skills with effective decision making and assessment of information, including the ability to identify, understand & manage threat, harm and risk appropriately.	E
3. Proven ability to work proactively on own initiative with minimal supervision, but also to operate effectively and flexibly as part of a team of investigators in order to balance workload and maintain resilience.	E
4. Relevant IT skills in using databases (e.g. Niche), conducting audits, manage and prepare electronic files, with the ability and willingness to assimilate technological advances.	E
5. Demonstrate an active motivation to develop themselves through formal and informal methods (e.g. self-development & CPD).	E
6. Proven personal resilience (due to the nature of the role the post holder may be required to manage emotionally difficult situations whilst maintaining professionalism and impartiality).	E
7. Proven ability to act with integrity and manage confidential and sensitive information appropriately.	E
8. Knowledge of the requirements of the Data Protection Act.	D

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9. Experience of conducting investigations and of the rules of PACE.	D
10. Experience of planning and conducting interviews.	D
<p>Additional Comments: *Staff will be expected to attend and pass the Initial Crime Investigators Development Portfolio recognising the professionalism and complexity of investigations within the investigative teams the PIP2 Specialist investigators will be deployed to. This requires being Tier 2 interview trained and attaining a pass in the National Investigators Exam followed by a course and completion of a development portfolio.</p> <p>Further training will be provide to assist in the role in due course (and where necessary will include VRI and SCAIDIP).</p>	