

Candidate Information Pack

 **INVESTIGATION OFFICER**

 **(Current Directorate)**

 **Reference No: 03/2023**

Background to the role of Investigation Officer

Dear Applicant

Established under the Police (Northern Ireland) Act 1998, we exist toprovide an independent and impartial police complaints system for the people of Northern Ireland. We receive and investigate complaints about the police made by members of the public, and also matters of public interest involving the Police Service of Northern Ireland (PSNI).

The Investigation Officer reports to a Deputy Senior Investigation Officer and will be responsible for the investigation of allocated cases.

The appointment will be made by the Police Ombudsman for Northern Ireland acting in accordance with her powers under the Police (Northern Ireland) Act 1998. Staff appointed under the Act will be employees of the Police Ombudsman and not civil servants.

The persons appointed in addition to the mandatory qualifications below, should have proven inter-personal skills and highly developed communication skills across a range of settings.

The appointees should also possess a full understanding of and commitment to the fundamental principles of human rights and a comprehensive understanding of the sensitive social, cultural and political environment within which the work of the Police Ombudsman operates.

**All successful applicants will be required to participate in and fully complete the accredited Professional Investigative Practice (PIP) Level 1 Programme, regardless of previous investigative training. This will include the completion and submission of a portfolio. However this will not apply to successful applicants who can evidence that they already hold the PIP 1 accreditation or can show that they have PIP accreditation at a higher level (PIP 2, 3, 4).**

About the Police Ombudsman for Northern Ireland

The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. Her statutory duty is to exercise her powers in such manner and to such extent as appears to her best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. She has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Larne Harbour Police, Belfast International Airport Police and the Ministry of Defence Police. By virtue of the Serious Organised Crime and Police Act 2005 she has responsibility for the investigation of allegations against members of staff of the National Crime Agency in Northern Ireland.

The Police Ombudsman receives and investigates complaints about the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate she makes recommendations in respect of criminal, disciplinary and misconduct matters, in respect of which she may also publish reports and make policy recommendations. In addition to this she has a power to investigate current police policy and practice, and to publish the results of any such investigation. She provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board.

In undertaking her statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.

The RUC (Complaints etc) Regulations 2001 enables the Police Ombudsman to investigate serious legacy matters.

Further information about the organisation can be found at [www.policeombudsman.org](http://www.policeombudsman.org)

**Person specification**

It is essential that the evidence provided by applicants includes sufficient details, which clearly demonstrate how they meet all of the **Eligibility Criteria**. This must include reference to specific examples of actions and achievements; it is not sufficient to provide simply a list of duties and responsibilities. Candidates should demonstrate a successful track record in relation to all specified fields.

**Eligibility Criteria**

**Essential Criteria**

It is essential that candidates have:

1. A degree level qualification and a minimum of 2 years’ experience of managing criminal or other legal enforcement investigations at all stages.

**OR**

In the absence of the educational qualification have a minimum of 4 years working experience of managing criminal or other legal enforcement investigations at all stages.

**And**

2. Have experience in the writing of high quality evidence based reports including recommendations.

3. Possess excellent communication skills with ability to listen and be empathetic.

4. Have the ability to prioritise and plan work and investigations

5. Hold a current driving licence and have access to a car, which is available for official business, OR \*have access to a means of transport that will enable the post holder to undertake the duties of the post in full.

\*This relates only to any person who has declared that they have a disability which debars them from driving.

**Desirable Criteria**

1. Experience of presenting evidence under cross examination in a court or other legally empowered body.
2. Have successfully completed a training programme in Investigative Skills.
3. Experience in the use of digital media to assist in the investigation process.
4. Operational experience in disclosure processes

**Interview Assessment Criteria**

**KEY COMPETENCIES**

In addition to satisfying the above eligibility criteria, applicants will also be

expected to display the following qualities and skills at interview:



This role falls into the second competency level. The competency level appendix to this candidate information pack provides a guide to the behavioural indicators that indicate each competency.

The qualities and skills identified in the personnel specification above are considered essential to the position and will be tested as part of the selection and interview process.

**Canvassing**

Candidates should be aware that any attempts to enlist support for their application through any person except as referee named on the application forms will result in their application being disqualified.

**Terms and conditions**

**Tenure**

This post is a full-time permanent position.

***All successful applicants will be required to participate in and fully complete the PIP 1 accreditation programme, including the completion and submission of a portfolio. This will not apply to successful applicants who can evidence that they hold the PIP 1 accreditation or have accreditation at a higher level.***

**Remuneration**

The role is equivalent to Staff Officer Grade in the Northern Ireland Civil Service grading scale. The salary for the post is in the range £32,328 to £ 33,459. Starting salary will be £32,328 with progression in the salary range determined by performance in the post and subject to the review process agreed with the Northern Ireland Civil Service.

**References, Security Clearance and Health Requirements**

Appointment is subject of the receipt of satisfactory references, proof of identity checks and medical reports (where appropriate) and candidates should be aware that, if successful, they would be required to be vetted to SC level.

**Hours of Work**

The standard working week is 37 hours excluding meal breaks and the Office operates a Flexible Working Scheme (FWS).

**Probation**

The probationary period for this post is 12 months during which time your progress will be monitored. Provided a satisfactory standard is achieved and maintained, appointment will be confirmed for the duration of your contract. In the event of unsatisfactory progress your employment will not be regarded as confirmed and will be terminated either during or at the end of the probation period.

Successful applicants must be prepared to attend professional development courses as directed.

**Annual Leave**

In addition to the usual public and privilege holidays, appointees will receive 25 days annual leave per annum on appointment. The leave year runs from 1 February to 31 January. Successful candidates commencing employment during the leave year will receive a pro-rated leave entitlement.

**Superannuation**

The Office of the Police Ombudsman for Northern Ireland participates in the Principal Civil Service Pension Scheme (NI), which for new entrants starting from 01 April 2015 offers two types of pension choices:

**Alpha** – This is an occupational pension scheme that currently has a member contribution rate relating to salary (currently 5.45% in the salary range). As your employer we meet the rest of the cost of the scheme.

**Partnership** – This is a stakeholder pension with a contribution from ourselves. How much we pay is based on the appointee’s age and we pay this regardless of whether the appointee chooses to contribute anything. Appointee contributions are not compulsory but, if they occur, we as your employer will also match the appointee’s contributions up to 3% of their pensionable earnings. These contributions are in addition to the age related contribution mentioned above.

**Notice**

The notice you are entitled to receive and are required to give in the event of your termination of employment is as stated in your contract of employment/Statement of Main Terms and Conditions.

**Retirement Age**

Staff may, subject to normal efficiency and attendance requirements, elect to retire at any age from age 60. In line with the Employment Equality (Repeal of Retirement Age Provisions) (Northern Ireland) 2011 there is no compulsory retirement age.

**Applications**

Under Fair Employment legislation, the Police Ombudsman is required to monitor the community background of those applying to fill vacancies. Applicants should therefore complete the application form and return it together with the Equal Opportunities Monitoring Form.

The Police Ombudsman for Northern Ireland is committed to equality of opportunity in employment and welcomes applications from suitably qualified candidates irrespective of disability, gender, race, religious belief, political opinion or sexual orientation. All applications for employment are considered on the basis of merit.

This candidate information booklet should not be taken as constituting conditions of employment.

Guaranteed interview scheme

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competency, as well as meeting any of the qualifications, skills or experience defined as essential. The Office of the Police Ombudsman is committed to the employment and career development of disabled people (the minimum criteria means the essential competences as set out in the advertisement for the post).

**What do we mean by disability?**

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

If you want to apply under the Guaranteed Interview Scheme simply complete the declaration below and send it in with your application.

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

**DECLARATION**

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.**

I require the following special arrangements to be made for me to be able to attend an interview:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name:…………………………………………… Date: …………………………..

Signature\*: ……………………………………………………………………………

Vacancy reference number: OPONI

\* There is no need for a signature if you are submitting the form electronically

***Please return the completed form with your application***

***ANY FALSE DECLARATION OF DISABILITY TO OBTAIN AN INTERVIEW WILL SUBSEQUENTLY INVALIDATE ANY OFFER OF A POST***

**How to apply**

To apply for this role, please **complete and submit the application form and equal opportunities form**.

**Please note that CVs cannot be accepted as part of your application**

The closing date for applications is **24th March 2023 at 4pm**

If you have any queries about any aspect of the appointment process or need additional information please contact the Human Resources Department on 028 90 828632.

**Recruitment timetable (subject to change)**

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| Closing date  | 24th March 2023 at 4pm |
| Shortlist meetingInterview dates | w/c 27th March 2023w/c 17th April 2023 |
| Anticipated start date | June 2023 |