

**JOB DESCRIPTION**

**Title of Post:** Investigation Officer (Current Directorate)

**Reports to:** Deputy Senior Investigation Officer

**Main Duties**

The role of the Investigation Officer is to investigate allocated cases, ensuring all aspects of the case are explored, including visiting incident scenes, taking statements, and the provision of high quality reports including making appropriate recommendations based on evidence gathered.

**Key Responsibilities**

1. To take witness statements, interviewing, preparing casework and making recommendations for criminal and disciplinary action.
2. To assess the requirement of vulnerable and intimidated witnesses and obtaining statements in accordance with achieving best evidence.
3. To assess requirements for specialist scientific support and liaise with Forensic Scientists and Scenes of Crime Officers.
4. To visit incident scenes and supervising scene management.

1. To undertake the investigation of complex cases, involving both criminal and disciplinary allegations, where directed.
2. To assist in the development and training of Trainee Officers and acting in a mentoring role.
3. To manage personal caseloads of multiple investigations allocated by management
4. To provide an On Call capability to Critical Incidents, including times when not normally scheduled to work, e.g. night, weekends, public holidays.
5. To prepare high quality reports for submission to Directors or the Public Prosecution Service, Coroners, Chief Constable and Policing Board as required.
6. To update and ensure the accuracy of computerised records.
7. To liaise with other organisations and outside agencies as required.
8. To have responsibility for all records held, created or used as part of the business, including corporate and administrative records whether paper-based or electronic and also including emails, in line with General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
9. To have due regard to the need to promote equality of opportunity between:
* Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
* Men and women in general;
* Persons with a disability and persons without;
* Persons with dependants and persons without.
1. Any other relevant duties appropriate to the grade as may be required including the participation in the interchange of duties within the Directorate.

**Essential Criteria**

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

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