

**JOB DESCRIPTION**

**Title of Post:** Investigation Officer (Historic Cases)

**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, interview, prepare casework and make recommendations for criminal and disciplinary action.
2. To assess requirements of vulnerable and intimidated witnesses and obtain statements in accordance with achieving best evidence.
3. To be responsible for all aspects of witness and suspect management.
4. To assess requirements for specialist scientific support and liaise with Forensic Scientists and Scenes of Crime Officers.
5. To visit scenes of incidents, where appropriate.

1. To undertake the investigation of complex and serious crime cases, involving both criminal and disciplinary allegations, where directed.
2. To review and assess serious crime files to identify good and poor practice and report on same.
3. To manage personal caseloads of multiple investigations allocated by management.
4. To review and assess the use of covert police tactics and report on same.
5. To recommend charges or other action, where appropriate, based on evidence obtained.
6. To assist in the development and training of colleagues and act in a mentoring role.
7. To prepare high quality reports for submission to Directors or the Public Prosecution Service, Coroner, Chief Constable and Policing Board, as required.
8. To update and ensure the accuracy of computerised records.
9. To liaise with other organisations and outside agencies as required.
10. 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.
11. To comply with Section 75 duties of the Northern Ireland Act 1998 by having due regard to the need to promote equality of opportunity between:
* Persons of different religious beliefs, political opinion, racial group, age, marital status or sexual orientation;
* Men and women generally;
* 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 within the Directorate.

**Essential Criteria:**

1. A minimum of 3 years’ experience in the investigation of serious crime or other legal enforcement investigations at all stages.
2. Practical knowledge, experience and application of relevant legislation including the Police and Criminal Evidence Act (PACE), the Criminal Procedures and Investigations Act (CPIA), and the Regulation of Investigatory Powers Act (RIPA).
3. Present no conflict of interest by virtue of previous employment history, which could impact on the Office’s ability to comply with Article 2 of the European Convention on Human Rights.
4. Possess excellent communication skills with ability to listen and be empathetic.
5. Have the ability to prioritise and plan work and investigations.
6. Hold a full current driving license valid for use in the UK and have access to a car on appointment.\*

*\*Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements.’*

**Desirable Criteria:**

1. Expertise in a specific functional area considered relevant to the role e.g. MIR role, HOLMES 1&2, Investigative interviewing, File/Trial preparation including Disclosure, Serious Crime Review and the management, protection and dissemination of intelligence.

2. Experience of presenting evidence under cross examination in a court or other legally empowered body.

3. Have successfully completed an accredited investigative training programme.