

**JOB DESCRIPTION**

**Title of Post:** Investigation Officer

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

1. Undertaking the investigation of complex cases, involving both criminal and disciplinary allegations, where directed.
2. Recommending charges or other action, where appropriate based upon evidence obtained.
3. Assisting in the development and training of trainee officers and acting in a mentoring role.
4. Provide an On Call capability to critical incidents, including times when not normally scheduled to work, e.g. night, weekends, public holidays.
5. Preparation of high quality reports for submission to Directors or the Public Prosecution Service, Coroners, Chief Constable and Policing Board as required.
6. Updating and ensuring the accuracy of computerised records.
7. Liaison with other organisations and outside agencies as required.
8. 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’ working 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.

**OR**

A qualified solicitor or barrister with at least 2 years’ post qualification experience practising in a criminal law setting.

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

1. Have experience in the use of IT systems in the working environment.

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

**Desirable Criteria**

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