

**JOB DESCRIPTION**

**Title of Post:** Senior Investigation Officer

**Reports To:** Director of Investigations (Current)

**Main Duties**

The Senior Investigation Officer is responsible for ensuring that effective and efficient investigations are conducted by investigations staff. They will contribute to the development of excellence in the Directorate’s performance, in respect of both professional capabilities and the quality of customer service.

**Key Responsibilities**

1. To allocate investigations to team members and supervise case progress, through the use of the computer based Case Handling System.
2. To assess the accuracy, completeness and quality of work submitted by investigation officers.
3. To undertake investigation reviews of selected investigations, and conduct thematic inspections of investigations as directed by the Director of Investigations (Current).
4. To facilitate investigation de-briefs in concert with respective staff.
5. To act as a hub through which investigators may access professional advice, guidance and support.
6. To act as Senior Investigation Officer on significant or critical investigations when required.
7. To manage the process associated with making recommendations to the PSNI post investigation, which may include criminal charges or other disciplinary action, where appropriate.
8. The preparation and supervision of files to the Director of Public Prosecutions, Coroner, Chief Constable and Policing Board, and where appropriate, develop case management clinics with the PPS.
9. To manage staff to ensure efficient and effective performance by monitoring achievements, and where necessary, identify opportunities for improving performance or process.
10. To ensure performance appraisals of staff are undertaken on a timely basis in line with guidance from Human Resources and are evidenced in a sustainable manner.
11. To ensure that learning opportunities to improve operational performance, including those identified from investigations, customer complaints and other areas of activity are fully exploited and disseminated to staff.
12. In conjunction with the Office’s Training and Development Officer, co-ordinate the development of professional capabilities within the Directorate, including mentoring DSIOs, trainee, I.O.s and evaluating the PIP accreditation process.
13. In conjunction with the Head of Communications, co-ordinate an effective strategy for the Directorate’s engagement with stakeholders and outreach initiatives.
14. To visit incident scenes and supervise scene management.
15. To provide leadership and direction in the management of scenes involving critical or significant incidents.
16. To assess and deploy Police Ombudsman investigators to the scenes of incidents.
17. To undertake risk assessments of incidents involving socio-political issues of a complex nature.
18. To review police investigations of serious crimes to identify areas necessitating Police Ombudsman investigation.
19. To manage staff involved in data cleansing in respect of the Case Handling System, in conjunction with the Office’s research and performance (statistics, research and survey) unit.
20. To assess and evaluate all internal policies and manuals (relevant to the Investigations Directorate) to ensure they are fit for purpose and compliant with current legislation.
21. Where appropriate, manage the processes associated with the development and publication of Regulation 20 reports, public statements, closure correspondence and other publications as directed, including maintaining oversight of matters requiring Regulation 20 reports.
22. To support the compilation of publications and the public delivery of investigative outcomes as directed, in partnership with the Head of Communications.
23. To assist in the management of the Directorate’s strategy for the development of professional capabilities, including, maintaining a centralised overview of thematic leads and professional expertise within the Directorate.
24. In collaboration with the Head of Communications, co-ordinate an effective strategy for the Directorate’s engagement with stakeholders and outreach initiatives.
25. To support and direct other team members in managing the Police Ombudsman’s strategy for improving “Quality”, including, supporting the Quality and Innovations Committee, reviewing and directing an overview of actions arising is maintained by the support team staff, followed up and evaluated.
26. To provide management information to monitor the Office’s effectiveness.
27. 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.
28. 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 including the participation in the interchange of duties within the Directorate.

**Essential Criteria**

1. At least 3 years’ experience at a senior level, of conducting complex and sensitive investigations.
2. At least 3 years’ experience in the management, leadership, development, motivation and direction of a team of investigators.
3. Demonstrable experience of assessing and evaluating investigators undertaking an accredited investigative qualification process.
4. Demonstrable experience of compiling comprehensive case files in respect of complex criminal investigations for consideration by the Prosecution Service.
5. Demonstrable experience in the writing of reports, including those for publication.
6. Hold a valid driving licence.

**Desirable Criteria**

1. Hold an accredited qualification to PIP Level 3 or equivalent.