



ROLE PROFILE:

Role Title:	ERSOU Financial Investigator – Financial Investigation Team
Department/Unit:	ERSOU ROCU
Rank/Grade:	SO1 - PO2
Reporting to:	Financial Investigation Manager
Main purpose of the role:	<p>The post holder will be responsible for supporting the Eastern Region Special Operations Unit (ERSOU) by using financial investigation skills, techniques and legislation to contribute to the disruption of organised crime within the Eastern region. By removing criminal assets the post holder will contribute to the overall objective of building public trust and confidence in the criminal justice system.</p> <p>Financial Investigation Team: These positions are based in either Hertfordshire or Suffolk and the primary role is to conduct financial and asset recovery investigations on behalf of the constituent forces.</p> <p>This role may also involve being deployed to London Luton Airport to assist in preventing the removal of criminal cash from leaving the United Kingdom by conducting investigations under part 5 of POCA.</p>

Key Duties Responsibilities

The below will vary depending upon skills and particular role, but could include:

- Conduct dynamic investigations in order to assess the value and extent of an individual's benefit from criminal conduct with a view to recovering any identified assets using the Proceeds of Crime Act 2002 and other appropriate legislation. This will include complex investigations which may require overseas enquiries.
- Apply to a Crown Court Judge for POCA Part 8 investigative orders in respect of confiscation, civil recovery and money laundering investigations by the preparation of formal authorised applications. Apply to a Magistrate's Court for orders under part 5 of POCA to obtain detention and forfeiture orders.
- The preparation of detailed and persuasive witness statements to support restraint applications under Part 2 of POCA, liaising with CPS POC and when necessary, serving the restraint papers on defendants personally, including prison visits when required.
- Prepare detailed and comprehensive financial statements for the Magistrates and Crown Court under the relevant legislation in order to forfeit and confiscate the assets from criminals. The post holder will be required to regularly attend court and present evidence as a professional witness.
- Provide specialist support, advice and assistance to constituent forces and other agencies in the investigation of crime, where specialist financial investigation is required, including the provision of guidance concerning the preparation and presentation of papers in respect of court applications and the use of financial investigation techniques.
- Conduct confidential, sensitive and proactive financial investigations into identified subjects. Ensuring all tasks are completed to the required standards and in accordance with standard operational procedures and maintain a current awareness of developments within financial investigation so as to maximise opportunities for the region. Prepare and maintain a detailed schedule of material gathered in the course of an investigation in order



that an appropriate schedule of exhibits/unused material can be provided in accordance with the requirements of the Criminal Procedure and Investigations Act.

- To maintain liaison and build partnerships within the Eastern Region, including constituent forces, CPS, HMCTS, and other relevant agencies / institutions. To liaise with victims of crime in relation to compensation cases, ensuring that they are kept up to date and adequately recompensed where appropriate.
- The post holder must be prepared to act as point of contact for out of hours FI on call to support dynamic operational requirements such as kidnap investigations and high risk missing persons. To support and attend regional enforcement (search and seizure) operations when required which may occur outside of normal working hours.
- Interview persons as appropriate in relation to any civil/criminal proceedings in accordance with legislation and guidance.
- Process disclosures forwarded by the NCA, carrying out the appropriate enquiries and investigations in order to identify and recommend possible courses of operational activity and the development of intelligence packages. This to include receiving, evaluating and disseminating information in order to assist and support police officers and police staff with their investigations and recommend possible courses of operational strategy and to support the development of intelligence packages.
- Maintain an up to date working knowledge of all the appropriate legislation and case law to maintain the status as a credible professional witness. Progress and maintain personal professional development including retention of accreditation status via continuous professional development (CPD) activities and submissions of evidence as required by the National Crime Agency
- To work towards 'Mentor' status supporting staff through the NCA accreditation process.

These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review.

Career Structure and Grades

Pay Scale Tiering:

Due to the range of skills in this role profile, the entry level and progression depends on skills, abilities and formal training, but will also allow for a higher starting point for accredited and experienced staff. This will be assessed on a case by case basis taking into account skills, experience, formal qualifications, training, overall ability and performance.

Annual incremental rises through the pay scale is dependent on satisfying the criteria on the FI Career Progression Document, pay scales will be set and aligned to this document.

Experience and Qualifications

Entry level trainee (essential):

- Computer literate, including Microsoft Office.
- Proven communication skills, both written and oral.



- Ability to plan and manage an intelligence gathering investigation and or criminal investigation.
- Knowledge of POCA, PACE, CPIA and other relevant legislation.
- Must attain accreditation through the NCA and maintain this through a programme of Continued Professional Development, (CPD).
- High level of numeracy and literacy.
- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Desirable:

- NCA Financial Investigation Accreditation (Part 2, 5 & 8 of POCA) with at least 2 years' experience of confiscation, cash seizure and money laundering investigations.
- NCA Accredited Financial Investigation Tutor.
- Experience of preparing and presenting (both written and oral) case material to a high standard and the presentation of this evidence at court.
- Experience of Civil Recovery investigations.
- In depth knowledge of POCA, Criminal Finances Bill, PACE, CPIA and other relevant legislation.

General / Other Requirements

- The post holder may be required to work from different locations across the region, depending upon the team and operational requirements.
- The post holder will need to hold a full valid driving licence as there will be a requirement to travel around the region.
- The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management & the post holder.
- The post holder will be required to act as a professional witness in court.
- Vetting required will be MV & SC, or as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership



I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.