

**ROLE PROFILE**

Role Title:	Covert Investigation Unit Detective Constable
Rank/Grade:	Detective Constable
Reporting to:	Covert Investigation Unit SGT
Main purpose of the role:	To contribute effective crime fighting by the investigation and targeting of those involved in serious and organised crime across the force boundaries, whilst working to achieve the Force vision, purpose and values.

Key Responsibilities

- Under general supervision but often operating independently, to be responsible for the protection of life and property, the prevention and detection of crime and the maintenance of public order through a range of sworn powers in line with organisational standards.
- Undertake covert investigations.
- Work within a covert monitoring post (CMP) as part of an evidential and/or intelligence gathering investigation and conduct covert foot and mobile surveillance.
- Identify and assess all available information and intelligence ensuring appropriate recording/dissemination and exploit the evidence gathering opportunities created.
- Establish investigation opportunities within defined operational parameters set by a Lead Officer (Lead Officer/Senior Investigating Officer).
- Identify operational risk at an early stage and ensure the introduction of measures to mitigate the threat to the investigation.
- Ensure that the Lead Officer (LO/SIO) and other individuals with an identified interest in the investigation are briefed about the status of the investigation to maintain continuity and understanding.
- Plan an operation which requires an observation post, identify locations, obtain necessary authorities and permissions, identify and acquire the resources that are needed, operate equipment and complete records and documentation in relation to the observations.
- Carry out covert searches of premises, vehicles, personal property, open spaces or other areas/property.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Entry Requirements

- Individual must demonstrate competence in substantive rank.
- Obtained Advanced Driving.
- Obtained Level 1&2 Surveillance.
- Surveillance Motorcyclist training & Log keeping.
- ABE training.
- Have Advanced CIS.
- Qualified OR working towards PIP Level 2 OR can demonstrate equivalent experience.

Any other General Requirements/Scope

- The officer will have to use their own car and business insurance will need to be organised by the individual.
- The officer will be required to work shifts and anti-social hours.
- The officer will be required to work in different locations across the county and as and where operationally required.
- The officer may be required to work additional hours due to operational requirements.
- Vetting required, as advised by the vetting unit.
- The officer may use the Police National Database.
- The officer will be required to undertake training as and when required by the organisation.
- The officer will be expected to comply with health and safety requirements when undertaking this role.

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.



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Assessment of Performance in Role

Performance assessment will be achieved through:-

- Valid and reliable overall performance review conducted by the line manager for the role.
- Data collection will be by a range of methods, including line manager observation. IPP team performance charts, progress against the requirements of this role profile and of objectives set for the performance year.
- Other pertinent and reliable data known to the line manager will be taken into account, for example results of any Employee Engagement surveys conducted during the review period of other feedback on performance of the member of staff.

Personal Qualities (Behavioural Competencies)

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with

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them fairly and without prejudice regardless of their background or circumstances.