



ROLE PROFILE

Role Title:	Investigator
Rank/Grade:	A4
Job Family:	Operational Support
Reporting to:	Local Crime Team, LPC Team or a HQ Crime based team, reporting directly to the Team Leader/Detective Sergeant
Main purpose of the role:	Investigate offences involving research, evidence and intelligence gathering. Utilise designated powers to search, investigate and pursue enquiries. Prepare and upgrade case files and process prisoners. Attend and give evidence at court as necessary. To provide administrative support to enable the efficient provision of service. To contribute to achieving the Force vision, purpose and values.

Key Responsibilities	
<ul style="list-style-type: none"> Responsible for the collection of all relevant documentation, information or data that will be required by the investigation to form an overall picture of the circumstances of the case including the application for and execution of search warrants. Undertake searches of premises of arrested or detained individuals and where appropriate seize and take control of items for further investigation. Interview suspects (alone or with colleagues) including using inferences, ensuring at all times the correct treatment of the detained individual. Accurately gather information, working closely and communicating with all levels of the Constabulary, other Police Forces and external organisations, analysing and interpreting data and bringing any new evidence or intelligence in the enquiry to the notice of the lead investigator Identify appropriate witnesses and obtain statements including the further arrest of a suspect when at a police station and using inferences ensuring at all times the correct treatment of the detained individual Produce written evidence and, where necessary and appropriate deliver that evidence in court To prepare briefing material and contribute at team briefings. 	
Designated Powers	
<ul style="list-style-type: none"> Para. 16 – Application and execution of Search Warrants Para. 17 – Access to excluded and special procedure material Para. 18 – Power of entry and search after arrest Para. 19 – Power of seizure when lawfully on premises Para. 20 – Power to access and copy seized material Para. 21 – Power to arrest at a Police Station for other offences Para. 22 – Power to transfer persons into custody of Investigating Officers Para. 23 – Power to require arrested person to account for certain matters Para. 24 – Extended powers of seizure 	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> May have line management responsibility for staff and/or officers

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Entry Requirements
<ul style="list-style-type: none"> Experience in criminal investigations and following investigative processes Experience of conducting interviews and taking statements in investigative processes.



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- Experience in inputting and interrogating computer databases.
- Experience of preparing documentation to build case files for prosecution to the appropriate standard.
- Ability to operate in customer facing role.
- Ability to identify investigative opportunities and follow investigative processes.
- Understanding of the Criminal Justice System.

Any other General Requirements/Scope

- The post holder may be required to work from different locations other than the home station.
- The post holder will be required to use their own vehicle so business insurance will need to be organised by the individual.
- 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 expected to visit a police custody environment and therefore will need to undertake health & safety training where necessary (training or assessment can be provided).
- Vetting required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

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



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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.