



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"> May be responsible for monitoring small budget in relation to storage and analysis or disposal of exhibits. 	<ul style="list-style-type: none"> May have line management responsibility

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. 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.



ROLE PROFILE

Any other General Requirements/Scope
<ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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)
Serving the public <p>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.</p>
Openness to change <p>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.</p>
Service delivery <p>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.</p>
Professionalism <p>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.</p>
Decision making <p>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.</p>



ROLE PROFILE

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