



## Context Sheet to accompany generic role profile

<b>Associated role profile:</b>	A3 Assistant Investigator
<b>Department:</b>	Halo, County Community Safety Unit
<b>Additional Information:</b>	The post holder will be managed by a Detective Sergeant and will be working with a team of Detective Constables and an A4 CSE Co-ordinator.

### Scope of activity

- To support investigations into cases of Child Sexual Exploitation in line with the Halo Terms of Reference, available on the [Halo intranet page](#) and use designated police powers as required.
- Interview victims of Child Sexual Exploitation, witnesses including vulnerable witnesses and suspects.
- Take statements.
- To assist with the preparation of arrest packages and prosecution files.
- Maintain contact with members of the public in line with the Victim's Code.
- Gather intelligence.
- Answer and respond to calls from internal and external parties, logging details of the calls on the Community Safety Suite (CSS) as appropriate.
- Maintain accurate records on the Community Safety Suite and Workload spreadsheet.
- Serve Child Abduction Warning Notices in relation to CSE.
- Provide advice and assistance in all cases related to CSE.
- Contribute to team meetings.
- Manage own workload with minimal supervision and raise any problems/concerns to line manager. The workload will consist of a variety of tasks and will need re-prioritising continually.

**Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. Hertfordshire Constabulary may ask the post holder to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.**

### Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role.

- WebSTORM
- CIS
- PNC
- Compact
- CSS
- Investigative Interviewing PIP Level 2
- ABE (Achieving Best Evidence) training.

### Any other General Requirements/Scope

- Keyboard Skills and experience of using Microsoft office products.
- Excellent communication, interpersonal and decision-making skills.
- Well-developed research techniques.
- Experience of operating a range of office equipment including, fax, photocopier and scanner.
- The core working hours are 0800 to 1600 – Mon to Thurs and 0800 to 1530 – Fri.
- Pass the required vetting level and the medical requirements of the organisation.