



## ROLE PROFILE

<b>Role Title:</b>	<b>Assistant Investigator</b>
<b>Rank/Grade:</b>	<b>A3</b>
<b>Job Family:</b>	<b>Operational</b>
<b>Reporting to:</b>	<b>Local Crime Team, LPC Team or a HQ Crime based team, reporting directly to the Detective Constable or Team Leader/Detective Sergeant</b>
<b>Main purpose of the role:</b>	To conduct enquiries as directed by the senior investigating or deputy senior investigating officer or appropriate line manager. Such enquiries will involve researching, gathering and obtaining evidence and intelligence by various means including interviewing witnesses and suspects and taking statements from them. To provide administrative support to enable the efficient provision of service. To contribute to achieving the Force vision, purpose and values.

### Key Responsibilities

- Ensure the collection of all relevant documentation, information or data that is required by the investigation to form an overall picture of the circumstances including the preparation or upgrade of files to designated standards.
- 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 an appropriate line manager.
- Interview suspects (alone or with colleagues) including using inferences, ensuring at all times the correct treatment of the detained individual.
- Carry out interviews with witnesses and victims where appropriate and obtain their statements.
- Undertake searches of premises of arrested or detained individuals and where appropriate seize and take control of items for further investigation.
- Produce written evidence and, where necessary and appropriate, deliver that evidence in court.

#### Designated Police Powers

- 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

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>Agile Working</b>	To be decided
<b>Psychological Assessment</b>	To be decided
<b>Return on Investment</b>	To be decided

### Entry Requirements

- Ability to input to and interrogate computer databases.
- Ability to operate in customer facing role.
- Ability to conduct directed investigations with the public and suspects including taking statements.
- Ability to follow investigative processes.
- Understanding of the Criminal Justice System.
- Ability to prepare documentation to build case files for prosecution to the appropriate standard.



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### 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 is required, 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.



## ROLE PROFILE

### Personal Qualities(Behavioural Competencies)

#### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

#### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

#### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

#### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

#### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.