



## ROLE PROFILE

<b>Role Title:</b>	<b>Investigator, Regional Asset Recovery Team (RART)</b>
<b>Rank/Grade:</b>	<b>SO1-SO2</b>
<b>Job Family:</b>	<b>Operational support</b>
<b>Reporting to:</b>	<b>Detective Sergeant / Financial Investigation Manager</b>
<b>Main purpose of the role:</b>	To contribute to achieving the vision, purpose and values of ERSOU.

<b>Key Responsibilities</b>	
<p>Conducting complex financial investigations as part of a multi-agency team and undertaking allocated tasks identified in support of those criminal investigations and including:</p> <ul style="list-style-type: none"> <li>• Completing all enquiries, as tasked by the Senior Investigative Officer, to achieve the operational aims and objectives.</li> <li>• Case building.</li> <li>• Interviewing and taking concise evidential accounts of evidence from victims, witnesses and suspects.</li> <li>• Searching, securing and preserving the continuity of evidence and exhibits; acting as Exhibits Officer and undertaking other property related enquiries.</li> <li>• Performing the role of Disclosure Officer in complex investigations.</li> <li>• Liaising with other police forces and outside agencies, e.g. Forensic Science Service, banks and the public in relation to the gathering of evidence.</li> <li>• Completing all tasks in compliance with the relevant law, including but not exclusively, the Police and Criminal Evidence Act 1984; the Criminal Procedures Investigation Act 1996; the Human Rights Act 1998 and the Proceeds of Crime Act 2002.</li> <li>• Conducting research in various systems and making relevant applications to support investigations (Such as RIPA, DPA etc.)</li> <li>• Attending court to give evidence or provide support in line with the role you played in an investigation, e.g. Exhibits Officer, Disclosure Officer or witness.</li> <li>• Keeping thorough and accurate records of all enquiries, actions and decisions.</li> <li>• Making appropriate decisions, taking into account the threat, risk and harm to vulnerable people.</li> <li>• Utilising the National Decision Making Model to make decisions.</li> <li>• Liaising with police forces where there is any risk identified to any vulnerable person and it is necessary to ensure their safeguarding.</li> <li>• Completing any other enquiry identified as a part of the investigation as qualified and entitled in law to complete as this is not an exhaustive list of tasks.</li> <li>• Working collaboratively with others and as a part of a team throughout operations; working effectively as a team, building and maintaining relationships in the department, with the wider regional crime unit, forces and other agencies.</li> <li>• Observing operational security, including making sure all material is prepared effectively, kept securely and ensuring the security of investigations and all related correspondence and material in line with Government Security Marking requirements.</li> <li>• Acting with professionalism and upholding the Code of Ethics for Police Officers.</li> <li>• 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.</li> <li>• Post holder will be expected to undertake PPE training as and when required.</li> <li>• These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post-holder to perform other duties.</li> <li>• Additional responsibilities for the post-holder may be agreed on an individual basis and recorded as part of the</li> </ul>	

SO1-SO2 – Investigator, Regional Asset Recovery Team (RART)

Level 2

Created August 2018



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annual performance review.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<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 confirmed
<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed

Entry Requirements
<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>Proven track record in serious and complex criminal investigations.</li> <li>Experience of completing the role of Disclosure Officer.</li> <li>Experience of completing the role of Exhibit Officer.</li> <li>Experience of conducting interview with witnesses/suspects and taking statements in the investigative process.</li> <li>Ability to work unsupervised and on own initiative.</li> <li>Full and valid driving licence.</li> <li>The post holder is required to attain PIP2 status and accredited police powers relevant to role.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>Has successfully completed or has the ability to complete NCA Financial Intelligence Officer (FIO) Course and accreditation process.</li> <li>Experience in the investigation of financial investigations.</li> <li>Tier 3 Advanced witnesses and suspect interview trained.</li> <li>Disclosure Trained</li> <li>Analytical ability to identify intelligence and evidential links between material from a variety of sensitive and non-sensitive sources</li> <li>Experience of managing data by means of researching, updating and inputting material into windows based computer systems, such as ALTIA.</li> <li>Experience of managing and investigating exhibits</li> </ul>

Any other General Requirements/Scope
<p><b>Grade</b></p> <ul style="list-style-type: none"> <li>Progression through the linked grade SO1 / SO2 will not be automatic. In order to qualify for the SO2 grade the post holder will need to be PiP 2 qualified, with powers allocated and 2 years' experience in complex investigations.</li> </ul> <p><b>Section/Location:</b> The post holder will work from an agreed base but may additionally be required to travel to different locations across the region to work as the need arises.</p>



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### Hours of work:

- 37 hours / week with flexibility to change start and finish times to service operational needs. Lunch break not included.
- The post holder may be required to work additional hours to support operational activity and achieve investigative aims. This will be upon the requirement of or with the authorisation of a manager.

### General Requirements

- Must have a current and valid driving licence to drive motor vehicles as this role requires travelling and working at various locations. Access to police vehicles is provided.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting at MV and SC level is required, or as advised by the Vetting Unit
- The post holder will be expected to undertake necessary training in accordance with the role as and when necessary and be responsible for their own continued professional development in order to stay abreast of developments in investigative techniques and legislation.
- 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.

### Personal Qualities(Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR



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processes
<p><b>We are emotionally aware</b></p> <p>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.</p>
<p><b>We take ownership</b></p> <p>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.</p>
<p><b>We are collaborative</b></p> <p>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.</p>
<p><b>We deliver, support and inspire</b></p> <p>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.</p>
<p><b>We analyse critically</b></p> <p>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.</p>
<p><b>We are innovative and open-minded</b></p> <p>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.</p>