

JOB DESCRIPTION



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| Role title: | Crime Investigator |
| Grade and salary: | Grade G, £25,809 - £32,394 |
| Hours: | 37 hours a week |
| Department or Division: | Public Protection Unit – Crime Support |
| Location: | Countywide |
| Post reports to: | Detective Sergeant |
| Suitable for job share or part-time: | The role is 37 hours per week, but requests for part-time working will be considered. |
| Other considerations: | All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. |
| Date last reviewed: | December 2022 |

PURPOSE AND DESCRIPTION OF JOB ROLE:

Derbyshire Constabulary are seeking to recruit experienced investigators in order to support large scale historical Public Protection investigation (Operation Landguard).

The investigation will involve contacting potential victims, obtaining statements or video interviews, reviewing third party material, assisting with case file preparation and other tasks as directed by the SIO.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Complete enquiries as directed by a Detective Sergeant
- Develop and maintain investigative strategies set by the Senior Investigating Officer (SIO)
- Prioritising lines of enquiry to maximise the gathering of material.
- Identify victims and potential witnesses, assessing them to ensure that they are managed in accordance with current legislation and policy.
- Identify the need for any specialist support required to assist or advise in the gathering of material.

- Interrogate available Intelligence and information sources with regard to the investigation.
- Deal with individuals in an ethical and effective manner, recognising their needs with respect to race, diversity and human rights.
- Fully document all decisions, actions, options and rationale in accordance with current policy and legislation.
- Complete suspect and witness interviews in line with the P.E.A.C.E. model.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Previous investigative experience, PIP 1 investigator.
- Proven experience in producing accurate professional reports or documents (in a work setting) with attention to detail that could be used to aid more senior decision makers and/or effect change.
- Ability to scrutinise and analyse often complex and conflicting data to present accurate information.
- Proven experience of communicating with a wide range of people, including members of the public, professionals and external agencies. This could include interviewing, conflict management and dealing with complex, confidential and sensitive issues.
- Must have capability to travel to different locations within the region / county to undertake assignments. Due to the requirement to work flexibly and unsocial hours: public transport may not be suitable or available. For this reason, a full UK driving licence is considered essential.
- Experience of managing and resolving complex problems with having minimal initial

Desirable:

- Experience of working with vulnerable people and following safeguarding procedures and processes.
- ABE (Achieving Best Evidence) video interview trained.
- Experience of using HOLMES (Home Office Large Major Enquiry System).
- Understanding of MIRSAP (Major Incident Room Standardised Administrative Procedures)

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.