

JOB DESCRIPTION



Role title:	Missing Persons Investigator
Grade and salary:	PC
Hours:	40 hours per week
Department or Division:	Missing Persons Investigation Team – Crime & Intelligence Directorate
Location:	HQ - Ripley
Post reports to:	Detective Sergeant
Suitable for job share or part-time:	Job share if two applications can facilitate 40hrs/week.
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.

PURPOSE AND DESCRIPTION OF JOB ROLE:

A core team responsible with undertaking of missing persons investigations as directed by the Missing Persons Investigation Supervisors.

SPECIFIC ROLES AND RESPONSIBILITIES:

- To investigate all missing persons incidents, from handover by LPU to return home interviews (where resources allow, provide the first response to missing person enquiries).
- Administer compact and manage records, ensuring the submission of appropriate intelligence and referrals to partner agencies.
- Working with partners agencies and Children's home to effectively reduce missing incidents and reports, especially to repeat missing including the adherence to the Philomena Protocols
- Proactive work in terms of visits to potential perpetrators, including proactive checks on Child Abduction Warning Notices (CAWNSAWNs).
- Build effective relationship with Safer Neighbourhood Teams and Local Policing Units to ensure local knowledge and information sharing.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- PIP1
- Completed probationary period.
- Experienced in using Niche, Compact Control Works and all of their functions.
- Able to communicate with partners and foster good relationships with police and non-police partners.
- Willing to undergo any further training required to perform the role.
- Able to work well in a team.
- Able to travel to and from HQ for work.

Desirable:

- Experience with completing CyComm applications
- Understanding of the Standard Operating Procedures for Missing Persons
- Awareness of APP (Approved Professional Practice) available from the college of policing.
- Experience of problem solving / problem management