

JOB DESCRIPTION



Role title:	Detective Staff Investigator
Grade and salary:	<p>Grade G, £25,809 - £32,394</p> <p>Progression beyond pay point 25 (£25,809) is dependent on achieving accreditation in the investigation of volume crime (Professionalising the Investigative Process (PiP) level 1)</p> <p>Progression beyond pay point 27 (£27,432) is dependent on achieving accreditation in the investigation of serious and complex crime (Professionalising the Investigative Process (PiP) level 2)</p> <p>Please note: <u>If you are not accredited, you will be appointed at the bottom of the Grade.</u></p> <p>Shift Allowances and Weekend Enhancements may apply dependent on where successful candidates are placed followed completion of training. Please note, due to the nature of the role, once accredited, DSI's may move departments, some of which may or may not attract appropriate allowances.</p>
Hours:	37 Hours per week
Department or Division:	Due to the nature of the role, once accredited, DSI's may move and change departments.
Location:	Countywide – requirement to travel throughout the East Midlands
Post reports to:	Investigative Support Manager / Detective Sergeant
Suitable for job share or part-time:	The role is 37 hours per week, any requests for part-time/job-share working may be considered as per Force Flexible Working Policy, upon completion of the required training. Decisions will be based on operational demand and organisational requirements.
Other considerations:	<p>It is essential that formal accreditation in the investigation of serious and complex crime (PiP level 2) is achieved within three years of appointment to the role. This will allow post-holders two opportunities to pass the National Investigators Examination (NIE)</p> <p>Accreditation to PiP level 2 involves completion of the Initial Crime Investigators Development Programme (ICIDP). The ICIDP includes a national examination, various courses and a work-based assessment of competence.</p> <p>Failure to achieve PiP level 2 accreditation within the required timescale will result in termination of employment.</p>

	<p>Interview dates are provisionally scheduled for w/c 31st October '22</p> <p>Successful applicants will be required to attend a 5-day induction followed immediately by a 8-week training course. Attendance to the course in full will be mandatory. Training course dates are as follows:</p> <p>Monday 20th February - Friday 27th April 2023</p> <p>There will be a requirement to successfully complete organisational training such as Self-Defence and First Aid.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p>
Date last reviewed:	September 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

Detective Staff Investigators must be able to conduct serious and complex investigations, interview victims and witnesses in relation to serious and complex investigations, interview suspects in relation to serious and complex investigations.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Develop and maintain investigative strategies identifying and prioritising lines of enquiry to maximise the gathering of material.
- Interrogate available Intelligence and information sources with regard to the investigation.
- Assess the factors likely to impact on the investigation and take the appropriate action.
- Identify all scenes relevant to the investigation and take all necessary steps to protect and preserve them in order to maintain the integrity and provenance of any material which is recovered.
- Identify the need for any specialist support required to assist or advise in the gathering of material.
- Identify victims and potential witnesses, assessing them to ensure that they are managed in accordance with current legislation and policy.
- Pursue identified lines of enquiry fairly, without bias and, when relevant, take appropriate steps to identify any suspects.

- Process persons in custody diligently and expeditiously, ensuring the custody officer is kept informed of progress to reach a decision on disposal.
- Ensure all documentation is accurately completed in relation to the disposal of the suspect.
- Promptly pass on to the appropriate person or department any information or intelligence that may be relevant to other investigations.
- Ensure that victims, witnesses and families are kept informed of the progress of the investigation, and provided with any necessary support and protection.
- Prepare and submit case files in compliance with legislation and the manual of guidance for file completion.
- Deal with individuals in an ethical and effective manner, recognising their needs with respect to race, diversity and human rights.
- Prepare and present evidence to courts and other hearings.
- 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.
- Detective Staff Investigators will be designated with powers under Part 2, Schedule 4 of the Police Reform Act 2002, as amended by Section 122 and Schedule 7 of the Serious Organised Crime and Police Act 2005.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- To hold a role relevant degree such as Criminology, Law, Social Work, Psychology or related subjects, or a recognised investigative qualification achieved through practical application. This could include PIP2 but not PIP1.
- 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 information.
- Due to the nature of the role, applicants must be willing to work flexibly in terms of department and location. Once accredited, DSI's can be moved between departments, which may or may not result in working a shift pattern.

Desirable:

- Experience of working with vulnerable people and following safeguarding procedures and processes.
- Able to demonstrate a good working knowledge of using legislation relating to this role or other previously held roles e.g. in Social Work, Policing, Legal/ Fraud Investigation work etc.
- Previous experience of investigative work. This does not need to relate to a police / criminal investigation.

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.