

# JOB DESCRIPTION



**COUNTER  
TERRORISM  
POLICING**  
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EAST MIDLANDS

<b>Role title:</b>	CTP - EM Investigator
<b>Grade and salary:</b>	Grade G (£26,958 - £33,348)
<b>Hours:</b>	37
<b>Department or Division:</b>	Counter Terrorism Policing - East Midlands
<b>Location:</b>	In the Vicinity of Jnc. 27 of M1
<b>Post reports to:</b>	Detective Sergeant
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the force's drug policy.</p> <p>This post requires regular access to sensitive material and applicants must hold or be prepared to undergo enhanced security clearance before taking up the post.</p> <p>The material may be of sensitivity to the UK and may therefore be restricted to UK nationals. In approved circumstances, dual nationals (of which one element is British) may be granted access.</p> <p>However, if potential conflicts of interest cannot be managed, the post holder will not be permitted access the systems or material required for the role and will not therefore be able to perform their duties.</p> <p>For the purposes of safeguarding national security, applicants who do not hold or achieve the required levels of security clearance requirements cannot be offered the post.</p>

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The post holder will conduct investigations into persons responsible for serious and organised crime across the East Midlands Region.

The post holder will develop intelligence, gather evidence in support of prosecutions, investigate and prosecute offences at court.

## SPECIFIC ROLES AND RESPONSIBILITIES:

### Operational:

- To undertake investigations by performing a wide range of investigative tasks.

- To run investigations as the lead detective and Officer in the case
- To lead and assist in the interviewing of suspects
- To undertake the preparation and completion of criminal files of evidence by undertaking allocated tasks
- Assist the investigation by obtaining statements of evidence for criminal investigation
- To undertake searches of premises/vehicles as required
- To assist in the examination/preservation and continuity of evidence and exhibits recovered during an investigation in accordance with procedure.
- To produce evidence in a form that is admissible in court
- To prepare briefings and Operational plans in line with SIO's objectives including risk assessments.
- To develop skills to become an accredited Financial Investigator and CT Financial Investigator (if not already accredited)

**Administration:**

- Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of the wider department
- Make best use of technology in support of your role ensuring compliance with EMSOU's legal requirements
- Complete administration procedures- ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy, and procedure
- Gather information from a range of source to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy

**General:**

- Promote Equality, Diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices
- Maintain standards of professional practice – Ensure your behaviour complies with the EMSOU values and organise your own work effectively to meet the demands of your role. Identify, implement, and monitor development activities to enhance your own performance
- Comply with Health and Safety legislation – Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.
- The post-holder will be required to be security cleared to SC and MV level. Appointment will be subject to successful application and maintenance of these levels of clearance.

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**SKILLS AND EXPERIENCE REQUIRED:**

**Essential:**

- Must be PIP 2 accredited.

- Experience of conducting reactive and proactive investigations and display a sound awareness of information and evidence gathering techniques.
- Experience in producing accurate and professional reports or documents with attention to detail that could be used to aid more senior decision makers and/or effect change.
- To be computer literate (experience of Microsoft Word, Excel, and PowerPoint) and have a methodical approach to work.
- 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.
- Ability to travel to different locations within the region to undertake assignments.
- Hold a full UK driving licence.
- Experience and awareness of intelligence gathering, dissemination, collation, and handling.
- Can work with limited supervision and show a high level of motivation.
- Adaptable to the changing demands of the role as well as the ability to deal successfully with confrontational situations.
- To have a flexible working approach to working hours and location throughout the East Midlands region.

**Desirable:**

- Up to date Financial Investigator accreditation.
  - Up to date Counter Terrorism Financial Investigator accreditation.
  - Knowledge of custody procedures in relation to prisoner detention and processing.
  - Experience of utilising case management systems to aid large investigations, disclosure, and exhibit handling.
  - Experience of presenting evidence in a Court of Law.
  - Have good interviewing techniques through experience or attendance on an interviewing skills course.
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