Specific Role Profile

This Specific Role Profile sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Head of FCID/Head of Local Policing

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Police Staff Investigator
Generic Role Profile:	Operational
Salary Band:	Grade 5
Operational / Non Operational Role	Operational
Reporting to:	Homicide Detective Sergeant or Acquisitive Team Sergeant
Specific Role Purpose:	Working as part of an investigative team, gathering and securing evidence to support criminal investigations

Specific Role Responsibilities:	• Take written statements from witnesses as directed by the Sergeant or investigating officer following the guidelines to achieve best evidence in criminal proceedings.
	• Ensure enquiries are carried out expeditiously as directed by the Sergeant or investigating officer in accordance with investigation policy.
	• As directed by the Sergeant, secure and preserve the best evidence through thorough investigation in order to detect crime and the prosecution of offenders, to include:
	  ○ Retrieval, retention and reviewing of CCTV
	  ○ Conducting house-to-house enquires and completing relevant actions
	• Comply with all relevant legislation, for example Police and Criminal Evidence Act 1984, The Criminal Procedure and Investigations Act 1996, Data Protection Act 1998 and all rules and guidance including the Major Incident Room Standardised Administrative Procedures where applicable
	• Utilise all appropriate ICT systems to research, produce and submit statements, reports and intelligence logs.

	• Obtain and secure evidence and exhibits maintaining their integrity, continuity and preventing contamination • Research and maintain up-to-date knowledge of current enquires, attending and contributing to briefings • Maintain up-to-date knowledge of current enquiries by attending and contributing to briefings • Complete all documentation including actions and reports in a timely and professional manner • Assist with the preparation of file of evidence and to give evidence at court as and when required • Any other duties commensurate with the role and band/grade

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate, e.g. significant experience of administrative duties, degree level educated.*	
Essential:	• Ability to write clear, concise and accurate reports • Experience of working in an environment dealing with the public • Working knowledge of confidentiality and data protection issues • Be willing to successfully undertake any training requirements in respect of the role, which will include: o Personal Safety Training (conflict resolution level) o West Midlands Police IT Systems training o Investigation module • Experience of working effectively in a team
Desirable:	• Investigation and evidence gathering experience • Previous experience in criminal law and criminal justice system • Working knowledge of the Police and Criminal Evidence Act • Knowledge of police policy and procedures in relation to the role • Experience of dealing with conflict • Experience of working in a multi-agency environment, working with partner agencies
Skills *This section should detail the competency requirement which could be developed through non formal training, e.g. effective time management, influencing and negotiating, effective communication*	

including written and verbal. *Refer to skills database for core operational skills*	
Essential:	• Competent IT skills • Excellent communication skills both written and verbal • Self-motivation skills and able to contribute to problem solving activity • Experience of effectively managing workloads • Requirement to hold a full UK driving license and be willing to pass the WMP driving test to drive unmarked Police vehicles if required
Desirable:	

Hours of Work and Flexibility:	• Contracted hours will be 8am and 8pm (Local Investigation team) and 8 am to 6pm (Homicide Investigation team). Shift working will include late shifts and weekend working for which they would be compensated accordingly, taking into account individual circumstances • Post holder may be required to work outside these hours from time to time including Bank holidays and be required to work at short notice, again taking into account individual circumstances • This role may require the post holder to perform duties on a force wide basis • Requirement to travel out of the force area, where necessary, to progress investigations

Restriction Level:	