



## PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification 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 Force CID

### POLICE STAFF

| ROLE SPECIFIC INFORMATION          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Job Title:                         | Investigation Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Generic Role Profile:              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Salary Band:                       | Grade 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Operational / Non Operational Role | Non-Operational                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Vetting Level:                     | CTC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Reporting to:                      | Senior Investigating Officer – Complex Enquiry Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Specific Role Purpose:             | To work as part of the Complex Enquiry Team / Operation Beaconport team to support the investigation of current and historical child sexual abuse and exploitation offences and other public protection crime.<br>To review, allocate and supervise investigations.<br>To lead and manage constables and PSI's on the team.<br>To maintain contact with victims, witnesses and partner agencies.                                                                                                                                                                                                                                                                                                                                                                                |
| Key Responsibilities:              | <ul style="list-style-type: none"> <li>• Allocate enquiries and oversee thorough and expeditious investigations in accordance with policy and relevant legal requirements to maximise opportunities to bring offenders to justice.</li> <li>• Ensure investigations are conducted in line with principles of Operation Soteria.</li> <li>• Monitor and evaluate the submission of evidential files to the highest professional standards and ensuring evidential consistency.</li> <li>• Attend Court and other hearings as required to present evidence.</li> <li>• Supervise police constables and PSI's on the team.</li> <li>• Resolve any complaints or dissatisfaction at first contact.</li> <li>• Any other duties commensurate with the role of supervisor.</li> </ul> |

### 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.*

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| Essential: | <ul style="list-style-type: none"> <li>• PIP 2 Qualified.</li> </ul> |
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|                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Previous supervisory experience in a policing environment.</li> <li>• Demonstrate proficient investigative skills including a good knowledge of Criminal Law together with knowledge and understanding of crime investigation procedures and reporting requirements.</li> <li>• Demonstrate working knowledge of PACE powers and Warrants and how to apply them.</li> <li>• Working knowledge of all current legislation, policies and procedures relevant to the role.</li> <li>• Working knowledge of Custody, criminal justice agencies court procedures.</li> <li>• Current and up to date working knowledge of Operation Soteria and Operation Beaconport.</li> <li>• Hold a full current driving licence (reasonable adjustments considered under the Equality Act 2010) and be prepared to travel if required.</li> </ul> |
| Desirable:                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Knowledge of WMP systems</li> <li>• Completed Investigation Supervisors and Managers Development Programme or similar.</li> <li>• Be SCAIDP and /or SSAIDP qualified.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Skills</b><br><i>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.</i><br><i>Refer to skills database for core operational skills</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Essential:                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Effective communication skills using a variety of methods to ensure clear, accurate sharing of information</li> <li>• Negotiation skills</li> <li>• Skills requiring access of Force and national systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Desirable:                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Previous experience within PPU Child investigations.</li> <li>• Experience of working within a HOLMES Major Incident Room.</li> <li>• TIER 5 Interview Adviser.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| Hours of Work and Flexibility: | <p>The post holder will be contracted to work 36.5 hours per week, working 5 days a week between 0700 and 1500 or 0800 and 1600.</p> <p>They will need to have the ability to travel to different locations as required.</p> <p>All other terms and conditions will be in line with the Police Staff Council Handbook and the post holders Contract of Employment.</p> |
| Agile Work                     | Not applicable.                                                                                                                                                                                                                                                                                                                                                        |

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| Style: (if applicable) |  |
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| Restriction Level: | Nil |
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