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 Investigative Officer
Generic Role Profile:	Operational
Salary Band:	Grade 6
Operational / Non Operational Role	Operational
Reporting to:	Sergeant or Police Staff Equivalent
Specific Role Purpose:	Working as part of an investigative team, gathering and securing evidence to support criminal investigations

Specific Role Responsibilities:	• Prepare, Plan and Carry out Suspect and Witness Interviews following the appropriate guidelines.
	• Take written statements from witnesses following the guidelines to achieve best evidence in criminal proceedings
	• Ensure enquires are carried out expeditiously in accordance with investigation policy and relevant legislation
	• 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 as directed by a supervisor
	  ○ Conducting house-to-house enquires and completing relevant actions as directed by a supervisor
	• 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 • Complete all documentation including actions and reports in a timely and professional manner • Prepare and submit case files of evidence ensuring evidential integrity and working alongside CPS and other relevant agencies. • Attend Court and other hearings, as required, to give evidence. • 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:	• Previous experience of producing 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 o West Midlands Police IT Systems training • 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, self-management and decision making skills • Experience of effectively managing workloads • Flexible approach to problem solving • 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	• Hours of work may include shifts and weekend working for which you would be compensated accordingly. • Post holder may be required and expected to work outside these hours from time to time including Bank holidays and be required to work at short notice. • 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:	