

Investigator

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Chief Inspector, Organisation and Learning

JE Ref: JHA058

Grade: CS09

JE Date: 28/10/2020

Job purpose

To conduct serious and complex criminal investigations, including the interviewing of victims, witnesses and suspects.

To pursue all reasonable lines of enquiry, gathering evidence in accordance with legislation and to agreed evidential standards for presentation in judicial, tribunal or other internal processes.

To conduct efficient and effective investigations in line with States of Jersey Police (SOJP) policies, procedures and all relevant legislation. To identify and execute initiatives to prevent or reduce the need for investigations.

Job specific outcomes

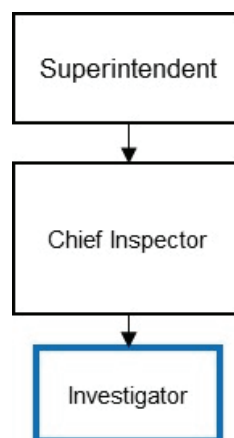
1. Participate in SOJP and other agency-led investigations(s), carrying out tasks necessary for the successful implementation of the investigation(s), whilst working within appropriate authority, risk and timescale limits and observing relevant policy, procedure and legislation.
2. Give evidence in accordance with relevant policies, procedures and legislation.
3. Conduct investigations, taking statements, management of evidence and exhibits etc., whilst working within SOJP policies and procedures.
4. Keep victims of crime and witnesses advised of progress of an investigation, supporting vulnerable individuals where necessary. Identifying and reporting any possible broader impacts on the community.
5. Gather and/or use information and intelligence to support investigations, Police / Agency operations and a general reduction in crime and disorder to meet SOJP objectives and priorities, in line with relevant policies, procedures, ethical considerations and legislation.
6. Develop and maintain an understanding of crime trends and patterns within the Island, analyse information and draw out reasoned conclusions to meet both specific requirements and broader SOJP objectives and targets.

7. Prepare accurate, ethical and concise reports and statements that reflect a relevant and logical sequence. Develop plans and materials that help to prevent or reduce the need for investigations.
8. Complete administration and general matters relating to the processing of information and investigations in a prompt, efficient manner whilst adhering to relevant policies, procedures and legislation.
9. Maintain high levels of technical, procedural and legislative knowledge and assist in training colleagues as required.
10. Cover any other ad hoc duties at the request of SOJP in pursuance of learning and development service requirements in a timely, efficient and effective manner.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>GCSE's and / or "A" Level grades, or equivalent experience within a similar role.</p>	<p>Accredited qualification or has attended specific training of at least one of the following:</p> <ul style="list-style-type: none"> ▪ Criminal Investigation ▪ Financial Crime Investigation ▪ Drugs Investigation ▪ Achieving Best Evidence Interviews (Child Protection) ▪ Child Exploitation On-Line Protection (CEOP) ▪ Advanced suspect interview techniques.
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Possess knowledge or an understanding of Criminal Law in Jersey;</p> <p>Knowledge of operating across a number of systems and adjusting to specialist systems;</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p>	<p>Working knowledge of the following legislation and practices would be beneficial:</p> <ul style="list-style-type: none"> ▪ PPACE Legislation in Jersey ▪ National Intelligence Model ▪ Procedures for obtaining warrants ▪ Major Incident Room procedures
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to use and adapt to various computer systems to enter data and retrieve data;</p> <p>Proficient in using computer applications e.g. Microsoft Office;</p> <p>Strong communication skills required, to promote collaborative working within the team and to effectively communicate with members of the public</p>	

	/ individuals involved in an investigation.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong all round questioning and communication skills;</p> <p>Ability to work using their own initiative and can demonstrate:</p> <ul style="list-style-type: none"> • Sound judgement • Flexibility • Advanced problem solving skills • High levels of personal integrity and confidentiality • A strong work ethic • The ability to work under pressure • An understanding of the effective use of confidential and sensitive data. 	<p>Knowledge / understanding of Data Protection (Jersey) Law</p>
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Must be able to work in a confidential manner at all times with the ability to work to a high standard with minimum supervision;</p> <p>Reliability, discretion and trustworthiness are required, as the post holder will have constant access to classified material and personal records;</p> <p>An awareness of data protection issues is essential;</p> <p>Teamwork skills, willingness and ability to assist others are essential;</p> <p>Practical relevant work experience in an investigative role;</p>	<p>Experience in at least one of the following specialist areas would be beneficial:</p> <ul style="list-style-type: none"> ▪ General criminal investigation ▪ Financial Crime investigation ▪ Drugs investigation ▪ Child Protection investigation ▪ Professional Standards Investigation

	<p>Ability to plan and organise own day work/schedules. Continually prioritise work and tasks to ensure deadlines are met;</p> <p>Accuracy and attention to detail, coupled with the ability to spot errors and use a common-sense approach to managing own work load and priorities.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.