

Researcher

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: D/Chief Inspector Intelligence

JE Ref: JHA071

Grade: CS07

JE Date:04/11/2020

Job purpose

To research, develop and produce information and intelligence to assist in the local, national and international effort against crime.

Creating and disseminating reports to enable investigative decision-making.

To provide research for complex criminal investigations. Respond to specific requests for assistance on crime matters and provide support as required to investigators.

Job specific outcomes

1. To research, analyse and develop information in readiness to inform an investigation and to disseminate to other agencies and/or jurisdictions.
2. 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.
3. To research information to assist with the investigation of suspected breaches of the Island's legislation and prepare the necessary case files for the prosecution of offenders.
4. To provide research data in instances of suspected irregularities requiring attention of the partner agencies.
5. To assist in the preparation for presentation in judicial, tribunal or other internal processes, regarding serious or complex.
6. Keep victims of crime and witnesses advised of the progress of ongoing investigation and attend Court and give evidence in accordance with relevant policies, procedures and legislation.
7. Complete any administration, general and disclosure matters relating to the processing of information gathered during any investigation in accordance with relevant policies, procedures and legislation.

8. To fulfil an allocated role within the Casualty Bureau in the event of a major incident.
9. To participate in any other States of Jersey Police research activity as required by the Chief Officer, for example Major Crime Enquiry etc.
10. Proactively review and continuously improve systems, processes and procedures, ensuring that they are efficient and effective (LEAN), making recommendations to improve efficiency, working collaboratively with other SOJP Shared Services and the wider OneGov community.

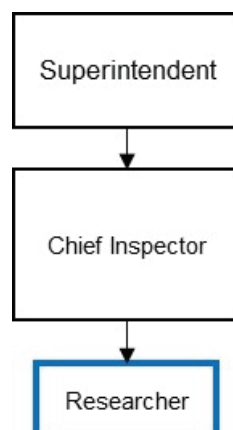
Statutory responsibilities

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

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)



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>	GCSE's and / or equivalent experience within a similar role.	"A" Level grades
<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>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>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>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to</i></p>	Strong all round questioning and communication skills.	Knowledge / understanding of Data Protection (Jersey) Law

<p><i>delegate, motivation or commitment etc.</i></p>	<p>Ability to work using their own initiative and can demonstrate:</p> <ul style="list-style-type: none"> • Sound judgement • Flexibility • 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>Methodical and analytical approach to work, with ability to correlate and develop accurate and concise material.</p> <p>Strong communication skills required, to promote collaborative working within the team and to effectively communicate with members of the public/ individuals involved in an investigation.</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 a research based role.</p> <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>The role will involve 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 States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

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