

Senior Investigating Officer

Department: Justice and Home Affairs

Division: States Of Jersey Police

Reports to: Superintendent (Serious Crime)

JE Reference: JHA1028

Grade: 12

JE Date: 8/2/2021

Job purpose

The Senior Investigator leads, as Senior Investigating Officer (SIO) for major crime investigations, accountable to chief officers for the conduct of the investigation.

They manage the investigative response, all resources associated with the investigation, develop and implement strategies, procedures and systems that underpin the investigation and ensure the management and assessment of threat, risk and harm.

Job specific outcomes

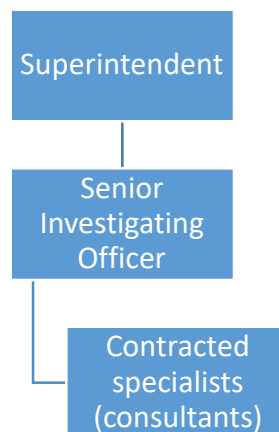
1. Develop and implement short and medium-term objectives within each investigation as part of the overall investigative strategy and engage with other force departments, units and agencies to enable a collaborative approach to managing investigative strategies and evidence gathering and build community confidence.
2. Supervise and evaluate the performance and conduct of major crime investigations for reactive, proactive, and crimes in action to ensure the investigation is carried out thoroughly and expeditiously in accordance with investigation policy, ethics and relevant legislation, policy, and best practice.
3. Manage budgets and resources and take corrective action where required to ensure investigations are completed in a cost-effective manner.
4. Lead, inspire, and develop the performance of a team of investigators, providing coaching, support, and feedback where required to deliver team objectives and ensure the welfare of staff.
5. Develop and implement plans for witnesses and victims to ensure they are offered support and care, taking into consideration safeguarding issues, during the investigative process, adhering to applicable guidance and legislation.
6. Enable information and evidence sharing with due consideration to the need for information security to ensure the secure handling and dissemination of intelligence to progress the investigation.

7. Undertake comprehensive risk assessments for planned operational events to ensure adequate safety procedures are in place and that an appropriate contingency plan has been developed.
8. Conduct intelligence-led briefing, tasking and debriefing, ensuring that intelligence is used ethically and is appropriate to the duties being performed and in accordance with Force policy to support the achievement of community safety and crime reduction objectives.
9. Support the briefing of and liaison with the media when necessary, acting in accordance with media policy guidelines, to keep the public informed of developments in a particular investigation and as an investigative strategy for appeals.

Statutory responsibilities

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

Organisation chart



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Successful completion of the Management of Serious and Complex Investigations Development courses (or their predecessor equivalents).</p> <p>Educated to degree level (or other level 5 equivalent).</p>	
<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 and understanding of relevant legislation, policies, procedures, the Code of Ethics criminal and common law.</p> <p>Knowledge of the National Intelligence Model principles, intelligence management and covert investigation opportunities.</p> <p>Knowledge of data protection, human rights and disclosure principles and requirements.</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>Able to use organisational financial systems appropriately and manage budgets and resources effectively.</p> <p>Awareness of HOLMES or Major Incident room standardised administrative processes for effective case management.</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 delegate, motivation or commitment etc.</i></p>	<p>Able to set out logical arguments clearly, adapting language, form and message to meet the needs of multiple audiences and stakeholders.</p> <p>Able to make, justify and robustly defend difficult and challenging decisions.</p> <p>Able to identify cause and effect and develop a course of action designed to target root causes and mitigate risks.</p> <p>Able to plan ahead; to allocate work appropriately within the team and to identify and mitigate risks to delivery.</p> <p>Able to manage others effectively, prioritising competing workloads, ensuring</p>	

	<p>focus of investigative priorities is maintained, and monitoring welfare issues.</p> <p>Able to identify key stakeholders, understand potential roles and to take appropriate steps to understand their needs and concerns.</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>Experience in developing and motivating a team and creating strong engagement of individuals with their personal and team objectives and with Force values, behaviours and strategic priorities.</p> <p>Experience in managing the conduct of serious and complex investigations.</p> <p>Awareness of HOLMES or Major Incident room standardised administrative processes for effective case management.</p> <p>Experience of making challenging decisions using appropriate decision making models.</p> <p>Experience of managing parallel proceedings.</p> <p>Experience of working effectively with partner agencies, understanding and managing different expectations and priorities.</p> <p>Experience of working with the media including interviews, appeals and briefings.</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>Awareness of the needs, expectations, limitations and risks of vulnerable persons as victims, witnesses, or suspects of serious crimes.</p> <p>Experience of identifying the need for and putting in place measures to monitor and mitigate safeguarding risks.</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 4 core accountabilities attributes and behaviour indicators.