

## Principal Economic Crime Investigator

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<b>Department:</b>	Law Officers' Department	
<b>Section:</b>	Criminal Division - Economic Crime and Confiscation Unit (ECCU)	
<b>Reports to:</b>	Senior Legal Adviser (Head of ECCU)	
<b>JE Ref:</b>	LOD1009	
<b>Grade:</b>	CS13	<b>JE Date:</b> 08/08/2023

### Job purpose

The Principal Economic Crime Investigator leads and co-ordinates teams of investigators working on economic crime investigations. The Principal Economic Crime Investigator role line manages the Senior Economic Crime Investigator and plans, monitors and manages economic crime investigations, including the issues surrounding threat risk and harm and directing the deployment of resources in an effective and efficient manner.

The Principal Economic Crime Investigator also leads on the most serious and complex economic crime investigations, utilising their own specialist knowledge, skills and experience base to ensure an effective outcome in the investigation(s).

### Job specific outcomes

- Manage the Senior Economic Crime Investigator(s) and the team of investigators to ensure that investigations are carried out thoroughly, expeditiously and ethically in accordance with relevant legal requirements and investigation, diversity, inclusion and partnership policies.
- Plan for, deliver and manage change to effectively and efficiently embed improvements and contribute to the organisational development of the Department.
- Assess and analyse investigations to set parameters for how they should be conducted, and to ensure that crimes are referred to the correct team.
- Drive developments, improvements, and professional standards and maintain a detailed awareness of economic crime investigations to ensure efficiency and consistency and effective use of resources.
- Identify and allocate resources, and negotiate additional resources, to ensure that economic crimes are investigated effectively.
- Assess threat, harm and risk in order to develop and implement plans and strategies to investigate economic crime.
- Provide leadership and direction to Senior Economic Crime Investigator(s) and all team members, providing mentoring/coaching, empowerment, guidance and support in order to maximise their development, efficiency, and morale.

- Responsible for recruitment of new team members, their integration into the team and their adoption of the high-performing team culture (in line with Best Companies and Lexcel accreditation).
- Develop and build partnerships across other agencies to improve investigative opportunities and the application of legislation and regulatory sanctions at relevant proceedings.
- Gather, manage, and analyse intelligence within policy and legislation to facilitate the achievement of economic crime and disorder reduction objectives and support operational policing.
- Hold oversight and make decisions where appropriate for all economic crimes to drive consistency in investigations.
- Work with appropriate organisational expertise in the development and implementation of strategies to use the media, to share information with the public and aid investigations.
- Work digitally, leading the team and ensuring best practice when working with the Department's e-discovery and case management software to provide efficient investigation and case management, often dealing with many tens of thousands of documents for a case.

#### **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 jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

#### **Organisational structure**

## States of Jersey Public Sector

### Government Departments

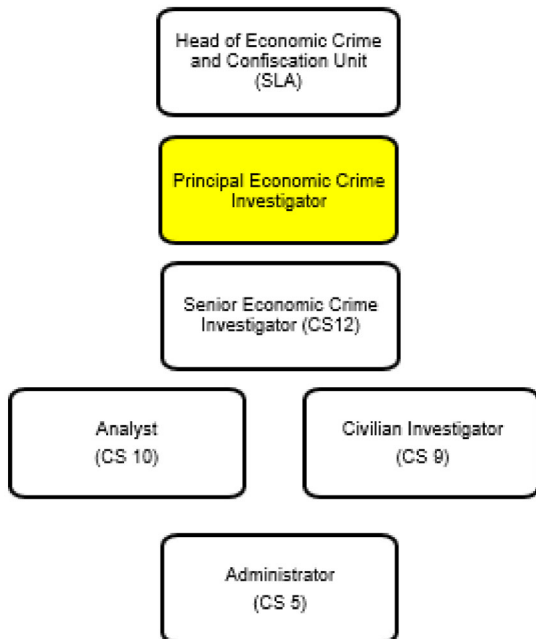
Customer and Local Services  
Children, Young People, Education and Skills  
Economy  
External Relations  
Health and Community Services  
Infrastructure, Housing and Environment  
Justice and Home Affairs  
Strategic Policy, Planning and Performance  
Treasury and Exchequer  
Office of the Chief Executive

### Non-Ministerial Departments

Bailiff's Chambers  
Judicial Greffe  
**Law Officers' Department**  
Office of Lieutenant Governor  
Probation and Aftercare  
States Assembly  
Viscount's Dept

Organisation chart

Law Officers' Department



## 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><b>Qualifications</b> Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>ICA Anti Money Laundering Diploma. Senior Investigation Officer (SIO) training (or equivalent).</p> <p>Financial Crime Supervisor training such as having completed the Accredited Counter Fraud Managers' course, or equivalent.</p>	<p>Certified to use Axcelerate e-Discovery software.</p>
<p><b>Knowledge</b> This relates to the level and breadth of practical knowledge <b>required</b> to do the job (eg the understanding of a defined system, practice, method or procedure).</p>	<p>Knowledge of the use of regulatory sanctions in economic crime investigations.</p> <p>Knowledge of the National Intelligence Model principles, intelligence management and covert investigation opportunities.</p> <p>Knowledge and understanding of relevant legislation, policies, investigative procedures and Jersey's court procedures.</p> <p>Knowledge of data protection, human rights</p>	

	and disclosure principles and requirements.	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, eg language fluency, vehicle license etc.</i></p>	<p>Skilled in setting team and individual performance objectives, monitoring performance, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.</p> <p>Able to plan to short and medium-term cycles, to coordinate a range of investigative activities, to match these to available resources, and to identify and mitigate known risks to delivery.</p> <p>Awareness of HOLMES or Major Incident room standardised administrative processes for effective case management.</p> <p>Highly proficient use of Microsoft 365, e-Discovery and Case Management software.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, eg effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to lead, develop and motivate a team and create strong engagement of individuals with their personal and team objectives and with Departmental</p>	

	<p>behaviours and strategic priorities.</p> <p>Ability to identify improvements and manage the delivery of initiatives and change that develop the organisation and improve working practices.</p> <p>Prioritising work according to its complexity and deadline and leading the team accordingly to ensure desired outcomes are achieved.</p> <p>Able to give evidence in court, as a credible expert, under intense pressure from the opposing party(ies).</p> <p>Able to develop partnerships and relationships with stakeholders to ensure their needs and concerns are fully understood and responded to in an appropriate way.</p>	
<p><b>Experience</b> <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>Significant experience in conducting serious and complex Economic crime investigations at the highest level.</p> <p>Experience of making challenging decisions.</p>	

	<p>Experience of working effectively with partner agencies, understanding and managing different expectations and priorities.</p> <p>Experience of leading parallel proceedings, often with competing time pressures and deadlines.</p> <p>Experience of making challenging decisions using appropriate decision-making models.</p>	
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