



## Staffordshire Police - Role Profile

### Investigative Officer

<b>Grade/Rank:</b>	E
<b>Directorate:</b>	Contact and Response
<b>Reports to:</b>	Sergeant
<b>Direct Reports:</b>	NA

#### Role Purpose

To provide investigative support to Staffordshire Police by employing a range of evidence gathering techniques and tasks using the designated powers outlined in the post profile.

#### Key Tasks and Responsibilities:

The post holder will ensure that a high quality investigation is carried out in line with Staffordshire Police policies whilst providing the highest standard of customer care to victims, witnesses and the communities of Staffordshire.

The role requires the post holder to be able to use their skills across a variety of areas within the Force. This will include working within all force directorates in differing functions, such as: Response Policing, Resolution Centre's, Prisoner Handling Teams, Force CID, Major and Organised Crime, and Public Protection. This is not an exhaustive list and whilst there will be a working location, the Force is looking to support lateral development across departments.

The post holder will be required to support case officers in obtaining key evidence for cases, providing a quality service to victims and witnesses, building case files and will involve dealing with suspects.

- Holds a full UK driving licence.
- Working hours will be between the hours of 08:00 through to 18:30 including weekends and bank holidays for which a weekend working allowance will be payable.
- Must be flexible and work outside the shift pattern on occasions to fulfil the operational requirements of the role.
- Must be prepared to travel throughout the force area and surrounding forces.
- The role will be subject to security vetting.
- Successful applicants will be expected to undertake an initial training course and must be prepared to undertake further training to achieve PIP level 1.
- The post holder must be willing to work at a variety of locations throughout Staffordshire as part of their role.



- As part of the recruitment process there will be a structured interview.
- An openness to change to include a flexible approach to both working environment and location.
- Must be prepared to undertake lateral attachments across departments to support their own development.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

### Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

#### Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	1b
	Managing Sensitivities/Political Savvy	1b
We take ownership	Customer Service	1b
	Maintaining Accuracy/Sustainable Working	1b

#### Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	1b
	Managing Complexity/Strategic Planning	1b
We deliver, support and inspire	(self) Leadership	1b
	Supporting Colleagues/Coaching & Mentoring	1b

#### Intelligent, creative and informed policing

We analyse critically	Problem Solving	1b
	Situational Judgement	1b
We are innovative and open-minded	Continuous Improvement	1b
	Futurology	1b

### Education, Qualifications and Experience

**Essential:**

**Desirable:**



<ul style="list-style-type: none"> <li>• Knowledge or experience of investigations, criminal or other.</li> <li>• An understanding of the Criminal Justice System.</li> <li>• Be able to demonstrate an understanding of the Police and Criminal Evidence Act 1984.</li> <li>• Excellent communication skills demonstrating the ability to communicate clearly with a wide range of people whilst ensuring written communication is presented clear and logical manner.</li> <li>• Demonstrate the ability to work as part of a team from past experience and show how their actions have supported a team environment.</li> <li>• A good standard of computer literacy</li> <li>• An ability to work under pressure and meet deadlines.</li> <li>• A level of awareness of equality issues appropriate to the role (to be assessed at interview).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
Leadership Passport Level	Practitioners & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	1	2	3	4

\* Indicates that training will be provided as part of the role in this skill

CPD Requirements
<ul style="list-style-type: none"> <li>• Willingness to learn new systems and procedures and keep up to date with changes in legislation.</li> </ul>

Professional Registration/Licences
<p>On successful completion of the training course the individual will be given the following designated powers. The designated powers relate to those under the Police Reform Act 2002, schedule 4, part 2 as amended by the Serious Organised Crime and Police Act 2005.</p> <ul style="list-style-type: none"> <li>• S18 - Entry and search after arrest.</li> </ul>



- S19 - General Powers of Seizure.
- S20 - Access and copying in the case of things seized by constables.
- S22 - Power to transfer persons into custody of investigating officers.
- S23 - Power to require arrested person to account or certain matters.

Special Conditions					
Own car for business use	Yes				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	Yes				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	No				
Fitness Test	Yes – minimum requirement for role 5.4 bleep test				
OPST Training	Yes				
Notice Period	1 week	28 Days	<b>1 month</b>	3 months	

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
4	4	4	4	5	1