

**ROLE PROFILE**

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| **Post Title:** | Police Investigation Officer PIP1 / Divisional BCU |
| **Grade:** | LC5/6 (progression arrangements apply) | **JE:1854**  |
| **Location:** | Divisional Investigation Hubs (Blackpool, Lancaster, Preston, Chorley, Skelmersdale, Blackburn or Burnley) |
| **Responsible to:** | Detective Sergeant |

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| **Job Purpose:** |
| To manage and participate in a wide range of evidence-gathering and crime-investigation duties for Priority and Volume crime and to ensure that any evidence obtained is recorded, secured and preserved in a timely and appropriate manner. To interview suspects and provide support and assistance to other investigations as required by supervision. |

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| **Key Responsibilities:** |
| **This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.*** To provide an investigative response to incidents.
* To secure, preserve and gather evidence within Investigations in order to prove or disprove information and establish facts.
* To conduct priority and volume criminal investigations, plan and manage own workload, and retain responsibility as the officer-in-case.
* To undertake tasks accordingly with accredited powers
* To provide support to victims and witnesses and assess their need for further support throughout the criminal justice process.
* To interview victims and witnesses and obtain statements in relation to priority and volume investigations.
* To interview suspects in relation to priority and volume criminal investigations.
* To use internal IT systems to research and maintain records regarding individuals and investigations.
* To complete comprehensive investigation reports and case files.
* To present evidence to CPS and at court
* To be flexible in providing cover within the normal place of work and across the county.
* To support, where required, the investigation of serious and complex crime.
* To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.
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| **Behaviours :** |
| The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.For more details on these competencies please follow the link provided.<https://profdev.college.police.uk/competency-values/>This role is required to operate at or be working towards the levels indicated below: |
| **Resolute, compassionate and committed** |
| **Behaviour** | **Level** | **To be Identified by** |
| We are emotionally aware | 2 | Interview |
| We take ownership | 1 | Interview |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | 1 | Interview |
| We deliver, support and inspire | 2 | Interview |
| **Intelligent, creative and informed policing** |
| We analyse critically | 2 | Interview |
| We are innovative and open minded | 1 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

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| **Values :** |
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. |
| **Integrity** | **Impartiality** |
| **Public Service** | **Transparency** |

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| **Qualification**  |
| **Essential** | **Desirable** | **To be identified by** |
| PIP level 1 trained and accredited within 12 months of appointment. |  | Application Form /Interview |
| **Knowledge / Experience** |
| Experience of maintaining & interrogating computerised systems and manual filing systems | Experience of using police databases to research and record information. | Application Form /Interview |
| Experience of dealing with members of the public  | Experience of working in partnership with other departments and agencies | Application Form /Interview |
| Experience of communicating at all levels with a wide range of audiences.  | Experience of investigating crime.  | Application Form /Interview |
| Experience of working effectively and efficiently as part of a team, and working with minimal supervision | Experience of gathering critical evidence by interviewing victims, significant witnesses and suspects.   | Application Form /Interview |
| Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them | Knowledge of intelligence gathering procedure and policies. | Application Form /Interview |
| Experience of dealing with difficult situations or conflict |  | Application Form /Interview |
| Experience of maintaining strict confidentiality using tact and diplomacy where appropriate | Experience and knowledge of the Criminal Justice System relating to the PACE Act, including searching premises, handling exhibits, interviewing suspects, and CPIA 1996, relating to disclosure | Application Form /Interview |
| Experience of listening effectively and questioning where necessary in order to fully understand |  | Application Form /Interview |
| Experience of writing professional reports |  | Application Form /Interview |
| **Other** |
| An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy. |  | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| Ability to travel on Constabulary business when required. |  | Application Form |
| A flexible approach towards working practice and working hours.  |  | Application Form / Interview |
| Full driving licence |  | Application Form |
| Willing for appropriate vetting commensurate to role |  | Vetting Process |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

 **Date last updated: March 2019**

**Lancashire Constabulary**

**Police Investigation Officer PIP1 / Divisional BCU**

**Progression Arrangements**

The following progression arrangements are all subject to the needs and requirements of the post, not the post holder.

These arrangements do not prevent management seeking authority to appoint at any special column point in the grade range, subject to the individual satisfying the progression arrangements upon appointment.

**LC5 -** On appointment

**Progression to LC6**

**When the individual can satisfy the following requirement:**

* On successful completion of PIP1 portfolio and subsequent accreditation. To achieve accreditation the post holder must have met the national occupational standards and be signed off by Learning and Development.

**AND**

**Demonstrate satisfactory performance in the post at LC5 having evidenced: -**

* Regularly conducting priority and volume crime investigations, planning and managing own workload and retaining responsibility as the officer in the case
* Providing specialist advice on a regular basis
* Comprehensive knowledge and understanding systems and processes
* Completion of comprehensive investigation reports and case files.
* Consistently providing a high level quality of service

Must have met all the requirements of the role as recorded via CPD, and agreed by the line manager