



JOB PROFILE

POST TITLE:	Investigations Manager
GRADE:	H
DIRECTORATE:	Local Policing
RESPONSIBLE TO:	Senior Complaints and Misconduct Manager
RESPONSIBLE FOR:	Detective Sergeant - Complaints and Misconduct Team Vetting Team Supervisor
LOCATION:	Hindlip
JOB PURPOSE:	<p>To manage the process of complaints and misconduct matters, ensuring they are dealt with proportionately, effectively and in a timely manner. In doing so to also ensure that all interested parties remain properly engaged and informed. To ensure local policing areas are supported and operate within the guidance of the Independent Office for Police Conduct (IOPC) complaint guidelines.</p> <p>To oversee the Vetting department, and ensure compliance with the Vetting Code and Authorised Professional Practice (APP).</p>

MAIN RESPONSIBILITIES:

1. To lead in the efficient and effective management of allocated complaints and other investigations.
2. To secure and preserve best evidence through investigation and effective management of available resources; working to a proportionate investigation plan in order to seek the truth and to allow a considered decision to be taken regarding a measured disposal of the issues and individuals concerned.
3. Where appropriate to supervise the preparation and submission of evidential files for the Crown Prosecution Service or Misconduct Hearings/Meetings, observing the highest professional standards and operating within the guidelines set by the IOPC in relation to quality and timeliness.
4. To provide professional specialist advice and knowledge to management and colleagues within the organisation in relation to all aspects of criminal investigation and conduct issues.

5. To work with internal teams, other police forces, external agencies and the public in relation to the gathering of evidence, ensuring that all aspects of the investigation are taken into account.
6. To assist in the efficient management of allocated complaints and other investigations ensuring they are timely and proportionate.
7. To act as the Local Policing Area SPOC for all matters relating to PSD and ongoing investigations.
8. To oversee the Vetting department and ensure compliance with the Vetting Code of Practice and APP.
9. To provide assistance and guidance in decision making relating to Vetting checks.
10. To oversee the preparation of Vetting appeals for final decision by a Chief Officer.
11. To undertake other duties commensurate with the nature, level of responsibility and grading of this post.

SUPERVISORY/MANAGEMENT RESPONSIBILITIES:

1. To lead a team, managing their welfare and development and ensuring high levels of motivation.
2. To monitor and manage the performance of the team, identify and address issues and improve team/individual performance, ensuring adherence to professional standards.
3. To assess individual capabilities and development needs and agree appropriate development plans to enable high performance and potential progression.
4. To co-ordinate the work of the team, directing activities, monitoring progress and managing competing demands and priorities to ensure the best use of available resources.
5. To supervise and monitor the handling of information and record keeping, ensuring alignment with legislation, policies and guidance.
6. To monitor and report on team expenditure to ensure the efficient use of available budgets and maximise value for money.
7. To evaluate the effectiveness of existing processes and practices within own area of work in order to identify and implement opportunities for change and innovation and enable continuous improvement.

Special Conditions:	On call rota
Security level:	MV

BEHAVIOURS: SUPERVISOR/MANAGER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 2** of the CVF.

PERSON SPECIFICATION:

Knowledge:

- Sound knowledge of Misconduct/Performance Regulations for employees and Police Officers.
- Extensive knowledge of the Police Complaints system and supporting legislation.
- Knowledge of the Vetting Code and Approved Professional Practice.

Experience:

- Experience of managing people.
- Experience of conducting and supervising investigations and associated file preparation.
- Experience of Vetting procedures.

Key Skills:

- Analysing complex information and reaching sound, evidence based decisions.
- Good report writing skills and the ability to present cases at hearing/appeals.