



<b>Role Title</b>	ECU Crime Management Investigator	<b>Reporting to</b>	Detective Sergeant
<b>Section</b>	Economic Crime Unit Assessment Hub	<b>District/Department</b>	Protective Services, Crime
		<b>Rank/Grade</b>	Scale 5

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To work within the ECU Assessment Hub. Conduct a focussed and robust approach to reports of crime and intelligence. Provide a high standard of crime investigation and management, applying current policy and make robust and effective decisions. Report on your findings and inform operational decisions. Meet the organisational response to the needs of the victim, ensuring an effective and efficient service is delivered.
--------------------------------	--

<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Review reports from Action Fraud / NFIB, make an assessment of the circumstances and develop further where appropriate. Apply the WYP Fraud Policy, record the relevant occurrence and detail your evaluation and findings accurately on the OEL. Create and send victim and offender letters in line with WYP Fraud Policy.</li><li>3. Where required, obtain evidence and information from victims and witnesses in person, in writing or by telephone. Where appropriate, obtain statement and secure any exhibits. Provide crime prevention advice and ensure victims are protected.</li><li>4. Interrogate WYP computer systems, open source material and third party information to gather, research and develop intelligence, sensitive intelligence and reports of crime to a stage at which appropriate operational activity can take place and to enable a decision as to correct destination of further action or investigation.</li><li>5. Produce and present cogent, accurate and concise written reports that detail your findings, to include appending attachments as appropriate.</li><li>6. Provide expert advice, guidance and information to internal and external customers regarding Action Fraud/NFIB, the management of sensitive intelligence and the core business of the unit. Ensure that policy, procedure and legislation is correctly adhered to. Attend meetings and conduct training to internal and external parties and deputise for team supervisor when required.</li><li>7. Manage reports of election fraud and counterfeit currency as required. To include documenting cases, gathering information, liaising with other agencies and departments and submitting items for forensic examination as appropriate. Give advice to district officers, including regarding the policy and processes.</li><li>8. Support the work of the department and conduct related tasks as required by team supervisor.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Numerous computer systems and other sources of information</li><li>• Understanding of Action Fraud/NFIB, the NCA and the interface with WYP</li><li>• Assisting the approach of the division to the Policing Plan and departmental priorities.</li></ul>

**Work/Business contacts**

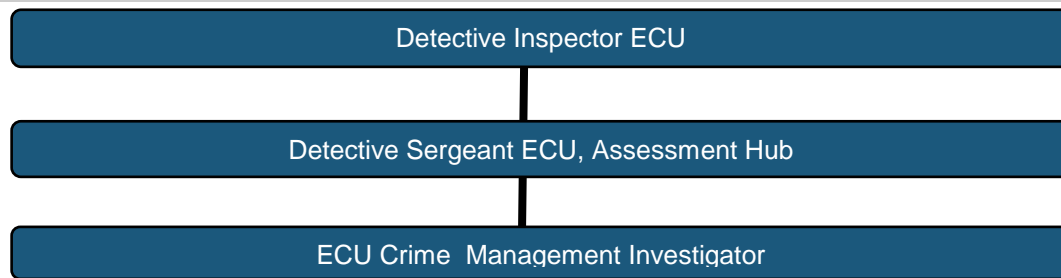
**Internal:** Police officers and police staff at all levels, both in this organisation and others.

**External:** Members of the public, other professionals, and industry specialists.

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
<ul style="list-style-type: none"><li>Has good communication skills and has a command of English both verbally and in writing.</li></ul>	Essential
<ul style="list-style-type: none"><li>Current or previous investigative background.</li></ul>	Essential
<ul style="list-style-type: none"><li>Knowledge of and ability to use computer packages including Microsoft Office.</li></ul>	Essential
<ul style="list-style-type: none"><li>Willingness and ability to pass Niche and related courses</li></ul>	Essential
<ul style="list-style-type: none"><li>Ability to become an Accredited Financial Intelligence Officer (FIO).</li></ul>	Essential
<ul style="list-style-type: none"><li>Good knowledge of criminal law and its practical application.</li></ul>	Desirable
<ul style="list-style-type: none"><li>Innovative and resourceful in identifying where sources of intelligence can be gathered</li></ul>	Desirable
<ul style="list-style-type: none"><li>Willingness and ability to pass PIP Level 1 investigators course.</li></ul>	Desirable
<ul style="list-style-type: none"><li>Knowledge of and ability to operate and interrogate WYP IT and intelligence systems.</li></ul>	Desirable
<ul style="list-style-type: none"><li>Has a basic understanding of Action Fraud/NFIB</li></ul>	Desirable
<ul style="list-style-type: none"><li>Has a basic understanding of NCRS</li></ul>	Desirable
<ul style="list-style-type: none"><li>Knowledge and understanding of WYP Fraud Policy.</li></ul>	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
<ul style="list-style-type: none"><li>A willingness to work flexibly to suit the needs of the department and organisation.</li></ul>	Essential
<ul style="list-style-type: none"><li>Ability and willingness to travel to, and work in different areas of the force as required.</li></ul>	Essential
<ul style="list-style-type: none"><li>Holds a full UK/European driving licence.</li></ul>	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"><li>Has the ability to evaluate and investigate cases to a high standard and with minimum supervision.</li><li>Fully understands Action Fraud /NFIB and can advise others with a degree of expertise.</li><li>Fully understands NCRS and its practical application relating to Fraud (and related) crimes.</li><li>Provides advice and guidance to WYP officers and staff relating to crime recording and investigations.</li><li>Commits to personal development and has a good knowledge of criminal law and procedures, to include PACE, RIPA and CPIA.</li><li>Accredited detective or PIP Level 1 trained.</li><li>Ability to assess reports of crime and apply WYP Fraud policy appropriately.</li><li>Able to produce complex written reports detailing your work and prepare intelligence packages to a high standard and with minimal supervision.</li><li>An understanding of banking terminology, systems and processes and how these interface with ECU.</li><li>An accredited FIO.</li></ul>

## Structure



## PART B – COMPETENCIES & VALUES

### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Has a detailed knowledge Action Fraud/NFIB and the WYP Fraud Policy, crime allocation policy and guidelines.
- Has experience of recording crime and intelligence, completing a primary investigation and able to make effective decisions with integrity.
- Has completed the relevant training and is an expert in the work of ECU Assessment Hub.
- An accredited FIO and able to liaise with and obtain information from banks and financial institutions.
- Has a detailed knowledge of systems, processes and procedures of the department and how these interface with WYP, Action Fraud/NFIB and NCA.
- Able to complete complex and accurate written reports.
- Competent in dealing with victims and witnesses, and obtaining and securing evidence.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter access to police buildings where based and as required for role.
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	