



Job description

- Title:** Lead Investigator
Reports to: Operations Team Leader
- Location:** Core Investigations - Birmingham, Canary Wharf, Croydon, Cardiff, Sale, Wakefield
DMI North - Sale or Wakefield
DMI South - Birmingham or Canary Wharf
- Grade:** 11
- Salary:** £37,596 (plus £4,968 London weighting allowance if based in Canary Wharf or Croydon)
- Contract:** Permanent

Purpose

As a Lead Investigator, you will be welcomed into a dynamic and inclusive investigations team working locally and nationally on a wide range of IOPC investigations. The IOPC is on a journey to develop its culture, perspectives, and ethos to support the organisations core outcomes, and this is your opportunity to enter the varied world of investigations, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

The IOPC is an organisation steeped in history, influenced by significant figures such as Stephen Lawrence and Sir William Macpherson, overseeing the police complaints system in England and Wales and setting the standards by which the police should handle complaints. As a completely independent organisation, we seek to uphold the rights of the public and investigate the most serious matters, including deaths following police contact, to promote learning and influence change in policing. The investigations teams are tasked with upholding our values whilst establishing the facts behind a complaint and reaching conclusions to draw recommendations.

As a Lead Investigator, you will lead all aspects of an investigation, from setting out the initial terms of reference, to collecting evidence, interviewing witnesses, drawing conclusions, and writing a final report, many of which are published. This means you will need relevant experience of undertaking investigations in any sector, such as social work, the probation services, local authority enforcement or regulatory services, as well as fraud or criminal justice.

The IOPC is a public service and aims to ensure that everyone receives an equal service. To make this a reality we need innovative and socially aware people to join us. You can find out about all our unique roles here, from Trainee Investigator to Operations Manager. The IOPC are committed to developing the mindset of a team of diverse and passionate individuals reach their career goals whilst contributing to improving policing confidence.

This role is exempt from the Rehabilitation of Offenders Act 1974; therefore, a standard Disclosure and Barring Service (DBS) check will be carried out for the successful candidate during the pre-employment process.

Main duties and responsibilities

- Leading independent investigations into criminal and misconduct allegations in accordance with agreed IOPC guidelines.
- Conducting investigations within agreed timescales, budget, and quality standards.
- Drafting and agreeing Terms of Reference for allocated investigations.
- Undertaking investigative actions, including interviewing, and taking statements, preparing case files, and making recommendations for criminal and/or disciplinary action.
- Taking part in criminal, misconduct, and inquest proceedings where necessary.
- Reporting to your Operations Team Leader on investigation progress, areas of risk and resourcing requirements.
- Participating in the 24-hour on call facility and being prepared to work unsociable and extended hours.
- Visiting incident scenes and supervising scene management where required to ensure that all necessary action is taken to preserve and recover evidence.
- Attending post-mortems and briefing the pathologist as required.

- Writing investigation reports upon completion of the investigation for submission to the IOPC decision maker.
- Communicate effectively with complainants, bereaved families, and other internal and external stakeholders.
- Working as part of a multi-disciplinary team with decision makers, lawyers, press officers and others.
- Taking responsibility for personal development in a dynamic and constantly evolving investigative environment.
- Assisting the Directorate in achieving its key deliverables. Preparing disclosure schedules for court and inquest proceedings.
- Reviewing unpleasant material, liaising with traumatically bereaved families, robust external scrutiny of actions and decisions.
- Receive close management support/ training and have access to an extensive employee assistance program.
- Identifying potential learning for police forces to consider improving the service they provide and prevent harm to the public.

Person specification

Desirable Technical

- PiP2 qualification or equivalent investigative experience

Essential Experience

- Conducting investigative interviews, evidence gathering, analysis and presentation.
- Evidence of effective oral and written communication skills.
- Evidence of excellent analytical and report writing skills; ability to reach and document clear, rational, evidence-based, and independent decisions based on analysis of existing and emerging information.
- Experience of engaging effectively with a diverse range of people and stakeholders, and evidence of a commitment to equality and diversity within the workplace.
- Delivering a high standard of work within demanding timescales.
- Identification of operational and organisational risk.

- Working effectively in a changing environment.
- Full driving licence valid for driving in the UK

Essential Skills and Abilities

- Ability to show initiative and adapt in a changing environment.
- Writing investigation reports upon completion of the investigation for submission to the IOPC decision maker.
- Communicate effectively with complainants, bereaved families, and other internal and external stakeholders.
- Ability to recognise your development needs and be proactive in addressing them.
- Ability to prioritise and manage tasks effectively to deliver quality outcomes within demanding timescales.
- Ability to work effectively in a team with diverse ideas and people.
- Ability to communicate effectively both verbally and in writing and adapt communication styles as appropriate.

Selection process

This vacancy is using **Success Profiles**. As part of the application process you will be asked to complete four sift stage questions at the shortlisting stage. The HEO Behaviours being assessed are:

- Making Effective Decisions
- Leadership
- Being Inclusive

The other sift question will relate to your experience.

We ask that you ensure you provide sufficient details to demonstrate your suitability for the role within your sift answers as this will be the only information visible to shortlisting panels.

For successful candidate who reach the assessment stage, we will provide further details about what areas will be assessed. Please note, it is likely the assessment centre will consist of a formal interview, written exercises, and a role play.

Training

All successful applicants will be required to start on **19th May 2025** and will undertake a period of induction and training. As part of the training programme, you will undertake PIP 1 qualification as part of this role and will be given the chance to

undertake PIP 2 at a later stage. Training may be delivered remotely and in person. Further details of training will be provided to successful applicants at a later stage.

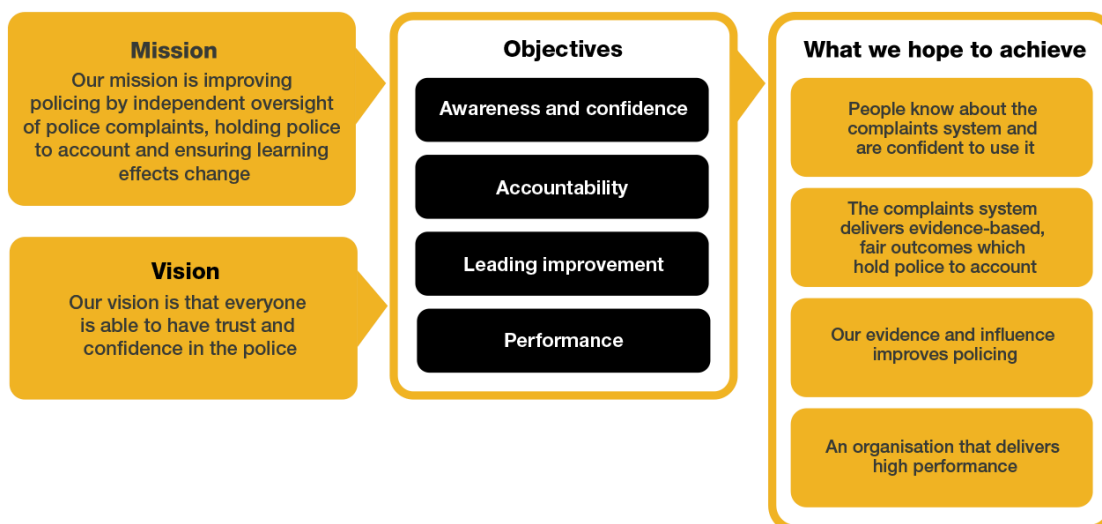
Reasonable adjustments

The IOPC is a diverse and inclusive workplace, and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email recruitment@policeconduct.gov.uk.

Hybrid Working

The IOPC are currently consulting with our consultative bodies about proposed changes to our hybrid working policy which will require all staff to work 20% of their contractual hours at their office base (or another office for business reasons) from 1 September and increased to 40% from April next year. Office attendance time includes in-person training, meetings with stakeholders and families, and attending events.

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Lead Investigator will need to be committed to managing in the context of these values.



Seeking truth

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



Being inclusive

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious

Our work requires us to be bold, resilient and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet the challenges with perseverance to attain individual and organisational goals.



Making a difference

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi, and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme, to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



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Preparation checklist

- Review the full job description
- Review the behaviours and the descriptors for each behaviour
- Review the Strengths dictionary
- Review the IOPC values
- Consider your Strengths (if applicable)
- Consider drafting example answers that cover the specific elements
- Prepare some questions to ask the interviewers