**Job description**

**Title:** Lead Investigator – Anti-Corruption Unit

**Reports to:** Operations Team Leader (ACU)

**Location:** Sale, Wakefield, Birmingham, Cardiff, Croydon or Canary Wharf

**Grade:** 12

**Salary:** £41,878(Plus London Weighting allowance of £4,968 if based in Canary Wharf or Croydon)

**Contract:** Permanent

# Purpose

As an ACU Lead Investigator, you will be welcomed into a dynamic and inclusive investigative team working in the field of Anti-Corruption. The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation’s core outcomes and this is your opportunity to enter into the varied world of IOPC investigations, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

As an ACU lead investigator you will be working predominantly in the covert policing sphere and will be responsible for leading and providing direction, control and oversight of sensitive, high risk and often complex investigations. The role is also key to building positive working relationships with stakeholders, for identifying and sharing good practice and for improving the quality and impact of our work.

**Please note, that in order to be successfully hired for the role of ACU Lead Investigator you will need to pass SC Clearance.**

**Part of this clearance will require you to be able to demonstrate you have resided in the UK consecutively for the past 5 years.**

# A screenshot of a computer screen Description automatically generatedOrganisational context

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

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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 bronze 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, trans 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](https://race.bitc.org.uk/issues/racecharter) 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 [Operation Hotton](https://www.policeconduct.gov.uk/recommendations/operation-hotton-recommendations-metropolitan-police-service-september-2021), to [Welsh Language Standards](https://www.policeconduct.gov.uk/who-we-are/equality-and-diversity/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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# Main duties and responsibilities

* Leading independent IOPC Anti-Corruption investigations in England and Wales including making strategic investigative decisions, conducting a range of investigative tasks, completing investigative reports, and ensuring investigations are conducted in line with legislation and procedure.
* Providing direction and control of directed, supervised, and managed investigations in England and Wales including setting the scope of investigations, negotiating the investigative strategies and quality assuring throughout.
* Engaging with assigned policing areas in order to improve working relationships and engagement with stakeholders, upskilling stakeholders on IOPC practice and improving the quality and volume of covert referrals.
* Sharing and promote learning in the field of covert investigations at both the strategic and operational levels and acting as a single point of contact between policing areas to share learning and best practice both internally and externally.
* Collaborating with stakeholders to manage risk in the highly confidential field of Anti-Corruption, escalating when appropriate.
* Assisting the wider IOPC investigations function as required by undertaking core investigative tasks including statement taking, exhibit management, scene management and disclosure.
* Taking an active role on the IOPC on call rota, responding to incidents, and attending scenes out of normal office hours as required.
* Taking personal responsibility for completing your investigators portfolio, maintaining your investigative skills and covert policing knowledge, and actively pursuing both routine and specialist CPD, supported by supervision and the L and D team.
* Support the wider IOPC organisation with specialist knowledge and advice relating to covert policing, acting as a subject matter champion for the theme and providing advice on investigations.

# Person specification

## Essential

• Essential: Qualification, Accreditation and/or experience in Covert Law Enforcement

• Essential: Good general education [minimum two A levels or equivalent]

• Essential: Driving licence valid for driving in England & Wales

• Desirable: Covert Authorities Trained/Accredited

## Experience

* Managing covert tactics to gather intelligence and evidence.
* Managing covert investigations through to an overt outcome.
* Applying for authority to achieve covert deployments.
* Managing and influencing external stakeholders and forming ongoing professional relationships.
* Quality assurance of work, internally and externally.
* Making effective decisions based on analysis of existing and emerging information.
* Evidence of effective oral and written communication skills including report writing.
* Experience of engaging effectively with a diverse range of internal and external stakeholders
* Delivering a high standard of work within demanding timescales
* Identification and managing operational, organisational, and strategic risk.
* Working effectively in a changing environment.

## Skills and Abilities

* Ability to show initiative and adapt in a changing covert law enforcement and Anti-Corruption environment.
* Ability to recognise the development needs of yourself 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.
* Ability to analyse complex information, identify the key issues and make effective decisions.
* Demonstrates the confidence and ability to cope with challenging situations.
* Ability to identify and respond to the diverse needs of individual and stakeholder groups.

# Positive Action

**Positive action** as detailed in the Equality Act 2010, allows us to use measures designed to help improve equality in the workplace, and create a level playing field for all, whilst still employing everyone based on merit. Our workforce profile data shows that people who identify as black, Asian and minority ethnic are under-represented at the IOPC.

For this role – should we have a situation where multiple candidates have achieved the highest score and one identifies as black, Asian or minority ethnic, by using positive action, we can select that candidate for the role, therefore improving this area of under-representation at the IOPC. We will only use positive action in this way where the highest scoring candidates have all scored equally, at the final assessment stage, and above our required threshold.

## 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](mailto:recruitment@policeconduct.gov.uk)

## Working conditions

The IOPC are currently consulting with our consultative bodies about proposed changes to our hybrid working policy which will require all staff to work 40% of their contractual hours at their office base (or another office for business reasons) from April 2025. Office attendance time includes in-person training, meetings with stakeholders and families, and attending events.

## 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