



Job description

Title: Lead Investigator - DMI (Directorate of Major Investigations)
Reports to: Operations Team Leader
Location: Canary Wharf
Grade: 11
Salary: £33,783 per annum plus £4,438 London weighting allowance
Contract: Permanent

Purpose

As a Lead Investigator, you will be welcomed into a dynamic and inclusive DMI (Directorate of Major 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 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.

Our Operational Directorate are at the heart of delivering our main organisational goal of conducting robust and fair investigations into the policing system. The varied investigative work of our Operational Directorate is often high-profile and rewarding, whilst allowing for many career progression opportunities throughout the Directorate who are ready to support you on your career journey.

You'll be on-call on a rota basis, covering daytime, overnight and weekends. You'll cover a wide geographical area and occasionally you'll need to stay away from home to conduct your work. You could be required to work from a variety of locations such as police stations or visiting families at their home addresses.

In return for your hard work, we offer a great flexible working options which we created with the assistance of our colleagues. Hybrid working at the IOPC is based on business need and is balanced with the needs of our colleagues. That means hybrid working looks different depending on the team you are in. Working like this

means we can offer the best service to our internal and external service users and stakeholders.

As a Lead Investigator, you will need to work onsite and in other locations frequently to conduct specific investigative tasks. However, it's a varied role which means you will also have flexibility to work from home when completing administrative tasks such as final reports and policy documents. We find hybrid working brings a great balance between progressing our investigative tasks and linking in with your team for learning and sharing, alongside having time for focusing and balancing our lives with work.

Security Level: Baseline Standard

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Lead Investigator DMI 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 **Operation Hotton**, 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.



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.
- Communicating effectively with complainants, bereaved families and other internal and external stakeholders.
- Working as part of a multi-disciplinary team with regional directors, lawyers, press officers and others.
- Taking responsibility for personal development and achieving accreditation.
- Assisting the Directorate in achieving its key deliverables.

Person specification

Essential

- Driving licence valid in England & Wales
- Good general education (minimum two A levels or equivalent)

Experience

- Leading investigations in the public, private sector or third sector within the last three years.
- 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.

Skills and Abilities

- Ability to show initiative and adapt in a changing environment.
- 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.
- 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 individuals and stakeholder groups.

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 humanresources@policeconduct.gov.uk

Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues. Our business need framework guides our decisions about when it is best to work onsite (in our offices or other appropriate locations) to complete tasks most effectively or when to work remotely, offering colleagues flexibility to work where they feel most productive and supporting work-life balance. The model also encourages staff to feel welcome at the IOPC by ensuring we have opportunities to work face-to-face as teams.

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