

Job description

- Title :** Investigator
- Reports to:** Operations Team Leader
- Location:** Core Investigations - Birmingham, Canary Wharf, Cardiff, Croydon, Sale, Wakefield
DMI North – Sale and Wakefield
DMI South – Canary Wharf and Birmingham
- Grade:** 10
- Salary:** £34,067 (plus London Weighting Allowance of £4,968, if based in Canary Wharf, or Croydon)
- Contract:** Permanent

Purpose

As an 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 Operations Directorate is overseen by a Deputy Director General, who is responsible for delivery of all operational work, including the large and complex investigation into the Hillsborough disaster. Operational work and teams in the offices are managed by Operations Managers, who each report to a Regional Director, who in turn report to the Deputy Director General.

Investigations are led by Lead Investigators and overseen by Operations Team Leaders. Conducting an IOPC independent investigation involves a range of activities such as: gathering and analysing evidence, interviewing witnesses and suspects, and liaising with complainants, bereaved families, police forces and community representatives. To ensure excellence in the process you will also have access to support from our Subject Matter Networks, Staff Networks and Equalities Team. At the end of investigations, investigators are responsible for writing final investigation reports which summarise and analyse the evidence to reach clear and well-reasoned conclusions about whether the behaviour or actions of police officers

or staff fell below the standard expected of them. This requires highly developed analytical and report writing skills, and an ability and commitment to acting independently. Reports also include recommendations for the police force or Police and Crime Commissioner about actions to be taken to improve practice and prevent mistakes in the future. Therefore, it is imperative that you take a 'cultural knowledge accountability' approach to your work, so that you produce rounded and robust outcomes.

After the investigation, investigations staff are responsible for supporting criminal, disciplinary and coronial proceedings which may follow.

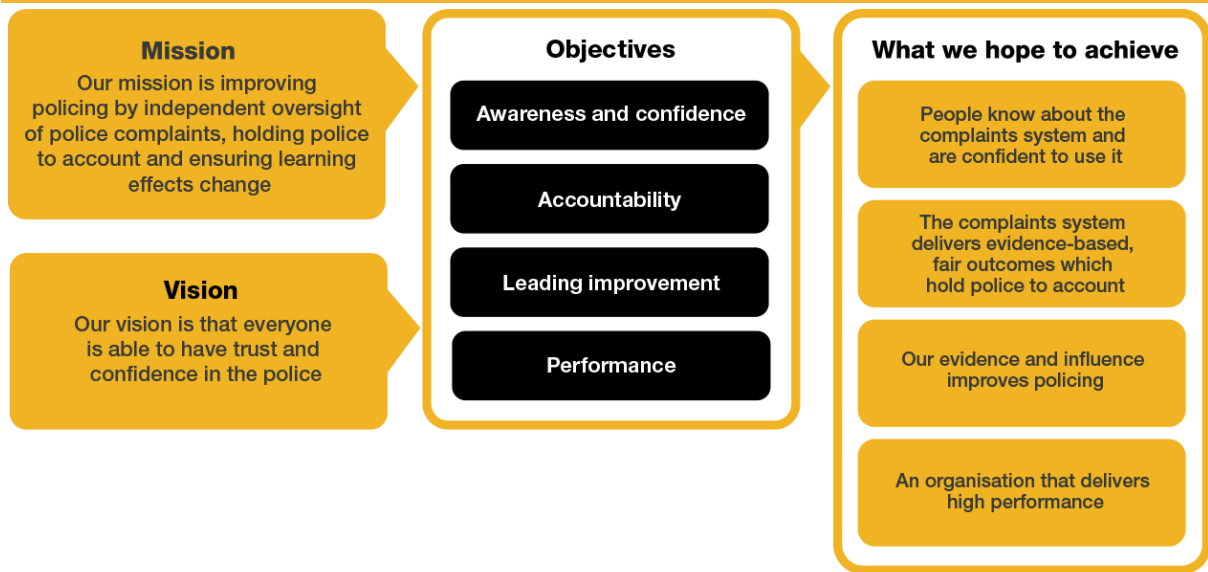
The nature of the work requires investigations staff to participate in an out of hours on call function for which an appropriate allowance is paid under IOPC policy. We work in the context of our agreed values which inform the way we do things at the IOPC. As an Investigator, will need to be committed to working in the context of these values.

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 an Investigator, you'll work on a variety of unique local and national cases that are often in the public eye. You'll use your investigative, regulatory or inspection experience to take on this complex role. You'll complete varied tasks – everything from analysing evidence and attending post-mortems, speaking to bereaved families and taking part in inquests. As an articulate communicator, you'll make informed recommendations based on your findings – remaining calm in emotionally charged situations.

Anticipated assessment and interview dates are from the 29th January 2025. This will all be working towards a cohort start date and training on 19th May 2025.

Organisational context



The Independent Office for Police Conduct is responsible for oversight of the police complaints system in England and Wales and has the power to carry out independent investigations into complaints, conduct, and death or serious injury matters. We also investigate allegations that Police and Crime Commissioners or their deputies may have committed criminal offences. The IOPC is also the appeal body for some complaints investigated by police forces and other bodies.



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.



Main duties and responsibilities

- Conduct investigations in accordance with agreed guidelines, including obtaining witness statements, interviewing witnesses and suspects, preparing casework and making recommendations for criminal and disciplinary action.
 - Visit incident scenes and assist in supervising scene management ensuring that all necessary action is taken to preserve and recover evidence.
 - Liaise with complainants and bereaved families to provide briefings on progress of investigations
 - Attend post-mortems and brief pathologist as required
 - Write investigation reports upon completion of investigation for submission to the assigned Regional Director for approval
 - Prepare papers for submission to the Crown Prosecution Service and to Regional Director
 - Liaise with other agencies and personnel as required.
-
- Take part in court, misconduct and associated proceedings where necessary
 - Contribute to the provision of a 24 hour on call facility (please see attached document regarding expectations)
 - Be prepared and able to work unsocial and extended hours, including working away from home and overnight stays when required
 - Any other relevant duties appropriate to the grade as may be required including the participation in the interchange of duties within the Directorate

Additional Information

You will be required to complete the IOPC investigator training programme which includes formal and on the job training, as well as the requirement to build a portfolio of evidence. This will provide you the skills and knowledge to achieve a

Professionalising Investigations Programme Level 1 (PIP1) qualification. The PIP1 programme is a mandatory requirement of your role. Failure to engage may result in disciplinary processes.

If you have already achieved PIP1, you will need to provide clear evidence that your PIP1 status remains active. If this evidence is not provided before beginning the programme, you will need to complete the PIP1 programme in full.

All investigators, whether joining with PIP1 or completing PIP1 with the IOPC, will need to engage fully in the PIP revalidation processes. Revalidation ensures that your skills and knowledge are enhanced and maintained in line with the PIP requirements. Failure to engage could mean your PIP1 status becomes inactive and may result in disciplinary processes.

Person specification

Essential Experience

- Good general education or demonstrated through structured workplace development.
- Proven experience of conducting investigations in the public or private sectors, including recent experience of:
 - o Carrying out investigative interviews
 - o Evidence gathering, analysis and presentation
 - o Contributing to planning and scoping investigations
- Experience of making appropriate decisions based on analysis of existing and emerging information
- Engaging effectively with people or groups from different backgrounds, adapting communication style as appropriate
- Proven experience of working effectively in a team environment.

- Evidence of effective oral and written communication skills, including writing investigation reports
- Full driving licence valid for driving in the UK. You will need the *confidence to drive alone, in a fleet car, in all conditions including at night and on all road types such as motorways and country lanes.*

Desirable Technical

- PiP2 qualification or equivalent investigative experience
- **For Cardiff only** - Advanced level 3 in Welsh (written and oral) is desirable for this role

Emotional Consideration

In performing this role, you will have regular exposure to distressing material which will likely be impactful, traumatic and challenging. Given the nature of the work, you will have contact with individuals who are experiencing extreme distress. The IOPC recognises this and offers all staff a range of wellbeing provisions, including TRiM (Trauma Risk Management) peer-to-peer support, a dedicated Wellbeing Advisor, and access to free confidential counselling. All staff are strongly encouraged to proactively access and engage with the support available. If you would like to speak about this element of the role with somebody already doing similar work at the IOPC, please contact recruitment@policeconduct.gov.uk and this can be arranged.

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. Whilst this list is not exhaustive, please see potential reasonable adjustments below that we can provide:

- Extra time for presentations or interview questions
- Formatting changes such as colours for text or background on written assignments
- Questions presented in writing during interviews

If you require any reasonable adjustments to our recruitment process, please email recruitment@policeconduct.gov.uk

Hybrid Working

The IOPC is currently consulting with its 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.

Culture

Here at the IOPC, maintaining a culture that is accessible and inclusive of gender identity, sexuality, age, disability, race, sex, belief and caring responsibilities is deeply important to us. We believe that a rich, diverse workforce enables us a better understanding of each others needs, and produces more meaningful and trusting relationships, which in turn create more inclusive spaces where we all feel that we can contribute and belong. We value our diversity, as we believe that our diversity is our strength. It allows us to identify with our communities through shared lived experiences producing better understanding and higher quality results in our work.

Selection process

This vacancy is using **Success Profiles**. As part of the application process you will be asked to complete four sift stage questions. You will be assessed against **HEO** Behaviours.

For successful candidates who reach the assessment stage, we will provide further details of what will be assessed.

What is Success Profiles?

Success Profiles moves us to a tailored way of assessing, dependent on the requirements of the job. For each role we advertise, we consider what you will need to demonstrate in order to be successful. This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity so that we can truly reflect the communities that we serve.

Not all of the elements are relevant to every role and will vary depending on the level and type of role. You should ensure you read the job description carefully to see what elements are required for the specific job you are applying for. There are separate guides to each of the elements, which will give you more information about what and how you can demonstrate specific requirements.

What are the elements of the Success Profile?



How the elements are assessed

You could be assessed in a number of different ways, depending on the type of role and level you are applying for. Using a range of assessment methods helps us to more accurately match people to the essential requirements of the job. For example, you may be asked to complete an application form; provide a CV and supporting statement; attend an assessment centre; or complete an online test. Often a combination of these approaches will be used and more than one element may be tested within the same assessment method.

Details of which elements will be assessed and how we will assess you against these, are included in the job description.

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
- Consider drafting example answers that cover the specific elements

- Prepare some questions to ask the interviewers