**Job description**

**Title:** Operations Specialist Support Team (OSST) Disclosure Team Member/Support Investigator

**Reports to:** OSST Disclosure Team Leader

**Location:** Sale

**Grade:** 10

**Salary:** £34,067

**Contract:** Permanent

# Purpose

As an OSST Disclosure Team Member/Support Investigator within the IOPC, you can expect to work in a progressive and dynamic organisation with declared and strong core values.  This role has opportunities to be involved in the implementation of new processes and contribute to the investigation process. The work will be fulfilling and offer opportunity for personal growth and satisfaction.

You will be responsible for providing disclosure advice and guidance to Major Investigations and the wider organisation completing the review and assessment of all retained material from a disclosure perspective regarding Criminal, Misconduct or Coronial proceedings, ensuring a quality service is provided on all investigations.

The role is challenging and interesting. You will be expected to make impartial and unbiased decisions when performing the role and ensure that our decisions can withstand scrutiny by being fair, balanced and supported by legislation and appropriate guidelines.

The Home Office Large Major Enquiry System (HOLMES) is the principle case management system used in Major Investigations. However, you will also be required to support investigations being managed on CMS.

This will primarily be supporting investigations utilising the HOLMES database but there may also be a requirement to support investigations managed on CMS.

In response to business led demand the Disclosure Team Member role will also provide support to investigations by conducting other appropriate investigative tasks. It is not anticipated that this part of the role will exceed (20%) of the overall role profile.

As a Disclosure Team Member/ Support Investigator you may view some distressing or sensitive material gathered as part of our independent investigations.

# 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 Operations Specialist Support Team (OSST) Disclosure Team Member/Support Investigator 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

**Disclosure Team Member**

* To examine all material within a criminal investigation by applying the guidelines and the Code of Practice as set out in The Criminal Procedures and Investigation Act 1996 (as amended by the Criminal Justices Act 2003), the Disclosure Manual, The Disclosure Protocol and the Attorney General’s Guidelines’ on disclosure and in accordance with agreed IOPC policy and guidelines
* To examine all material within a Misconduct investigation by applying the legislation as set out, but not restricted to, the Police Reform Act 2002 (as amended from time to time), The Police (Complaints and Misconduct) Regulations 2012 or 2020 as applicable and the Police (Conduct) Regulations 2012 or 2020
* Assess all material retained within the investigation to ascertain its relevancy, evidential value, sensitivity and ability to undermine the prosecution case or assist the defence
* Identify deficiencies and problems with continuity or other evidence related matters, inform the Disclosure Team Leader and ensure best evidence is obtained
* Identify any material that is subject to Public Interest Immunity (PII), completing the relevant documentation
* Liaise with the Crown Prosecution Service (CPS), Appropriate Authority, Coroner, other agencies and counsel at case conferences and discuss disclosure, PII issues and possible defence arguments, as necessary
* Monitor preparation of the disclosure schedules ensuring they are presented in the required format and submitted within statutory time limits
* Liaise with Lead Investigator regarding existence, handling and scheduling of sensitive material
* Maintain security of all sensitive material, including source or surveillance material
* Prepare reports and presentations to investigators, legal representatives and the judiciary as required.
* Produce MG disclosure schedules using the HOLMES database or manual schedules where material exists on other Case Management Systems
* This work may be completed whilst part of a disclosure team and each individual DTM is responsible for their assessment of the material and is accountable in proceedings
* Contact identified third parties that hold material which may be relevant to the investigation and request them to hold the material for inspection or for its production to the court
* Ongoing assessment of material as the case develops and / or on receipt of a defence statement
* Ensure that necessary care for victims and witnesses is provided in an ethical and empathic manner and in accordance with legislation, policies and procedures
* Keep up to date with and understand and apply all changes to recent legislation and case law
* Respond appropriately to any relevant authority and take appropriate action to address any issues that arise as a result of hearings
* Attend Court or hearings as required
* Identify actions taken, lessons learned and good practice, sharing details with appropriate personnel
* As required, and directed by senior leadership, provide assistance to the investigation team by conducting investigative actions on independent investigations including criminal and misconduct allegations, conducting witness and subject interviews and gathering evidence, including its analysis and presentation in support of the investigative aims
* In conjunction with the Lead Investigator manage the closure of the investigation to ensure that the judicial processes and continuity needs are met in accordance with relevant legislation and policies

**Investigator Support**

* Conduct grade appropriate investigative actions on independent investigations in accordance with agreed IOPC guidelines and or objectives set by the Lead Investigator (LI) as designated by the Police Reform Act 2012
* Conduct witness and subject interviews, evidence collection, analysis and presentation of evidence in report or other format to progress the investigation
* When required undertake your responsibilities in criminal, coronial, misconduct, and associated proceedings where necessary
* Reporting to the LI or Operations Team Leader (OTL) on progress when deployed in the support investigator role outside of the DTM role.
* Visiting incident scenes where required to ensure that all necessary action is taken to preserve and recover evidence, which may include Post Mortem procedures
* Communicating effectively with complainants, bereaved families and other internal and external stakeholders when required to do so
* Work as part of a multi-disciplinary team with both internal and external stakeholders to effectively and efficiently achieve operational objectives
* Taking responsibility for personal development and achieving accreditation where required
* Work within the MI to ensure Organisational Values are part of its key functions

These main duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.

This post may be requested to temporarily deploy to other IOPC offices or locations to provide temporary support in setting up a new or ongoing major investigation. Travel and accommodation will be supplied and reasonable subsistence expenses paid according to the agreed Travel and Subsistence policy.

# Person specification

## Essential Experience/Skills

* Proven experience of undertaking the role of Disclosure Team Member in a criminal investigation, experience of using the disclosure package on the HOLMES database after 2016
* Experience of having been a case builder who has completed files of evidence for criminal trials at the Magistrates and Crown Courts
* A sound knowledge and understanding of the Criminal Procedure & Investigations Act 1996 and relevant amendments to disclosure requirements
* Proven experience of making appropriate and effective decisions based on assessment and 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 individuals and stakeholders
* Delivering a high standard of work within demanding timescales
* Working effectively in a changing environment.

## Desirable Experience/Skills

* Practical knowledge of Data Protection Act, Freedom of Information and Government Protected Marking Scheme.
* The post holder may be requested to support operational requirements across the IOPC regional locations and as such a degree of flexibility is required
* Current UK DVLA Driving Licence
* Necessity to travel to various locations to achieve operational objectives
* Requirement to stay away from home to achieve operational requirements when deemed necessary

## 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