**JOB DESCRIPTION**

**Title of Post:** Investigation Officer

**Reports to:** Deputy Senior Investigation Officer

**Main Duties**

The role of the Investigation Officer is to investigate allocated cases, ensuring all reasonable lines of enquiry are pursued, including visiting incident scenes, taking statements, and the provision of high quality reports including making appropriate recommendations based on evidence gathered.

**Key Responsibilities**

1. Upon allocation of cases, develop and implement investigative strategies to include all reasonable lines of enquiry
2. Gather evidence, conduct investigative interviews, visit incident scenes and make relevant records using the case work management system
3. Interpret legislation, policies and guidance to support investigative decisions and recommendations
4. Make evidence based recommendations for criminal and disciplinary action
5. Prepare quality reports for submission to internal and external stakeholders as required.
6. Provide On Call support (currently every 1 in 7 weeks) to critical incidents, including times when not normally scheduled to work, e.g. night, weekends, and public holidays.
7. To handle all information and records with integrity, maintaining confidentiality and in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
8. To have due regard to the need to promote equality of opportunity between:
* Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
* Men and women in general;
* Persons with a disability and persons without;
* Persons with dependants and persons without.
1. Uphold the principles of the Ombudsman’s Office and discharge their duties in line with the Ombudsman’s Code of Ethics.
2. Any other relevant duties appropriate to the grade as may be required including the participation in the interchange of duties within the Ombudsman’s Office.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

1. Have a degree level qualification or equivalent and a minimum of 1 years’ established investigative experience gained through criminal justice or equivalent professional investigations.

**OR**

In the absence of the educational qualification have a minimum of 3 years established investigative experience gained through criminal justice or equivalent professional investigations.

Investigative experience means demonstrable evidence of:

* strong written and oral communication skills to ensure effective working relationships with internal and external stakeholders
* effective IT skills with the ability to use a case work management system
* carrying out investigative interviews
* analysing a range of complex information
* drawing conclusions and making recommendations
* preparing investigative outcome reports
1. Have accreditation at PIP (Professionalising Investigations Programme) Level 1 (or above).

**OR**

Declare a commitment to undertake the PIP accreditation programme with PONI

1. Hold a current driving licence which meets Northern Ireland road traffic legislation

**OR**

\*Have access to a means of transport that will enable them to undertake the duties of the post in full.

\*This relates only to any person who has declared that they have a disability which debars them from driving.

**Desirable Criteria**

1. Experience in the use of digital media to assist in the investigation process.