JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: Northwest Regional Organised Crime Unit
AREA/DEPT: **Regional Economic Crime Unit**
JOB TITLE:. **DETECTIVE INSPECTOR**
REPORTS TO: Detective Chief Inspector Cyber/Economic
CURRENT RANK: **DETECTIVE INSPECTOR**
DATE: **February 2023**

1. JOB PURPOSE:

This role will manage a number of investigators both police officer and police staff to investigate Fraud and other Economic crime across the North West. The investigations will need to be closely managed by a proven investigator with pragmatic parameters set in line with the Fraud Investigation Model.

Ensure the efficient and effective investigation of the criminal activities of serious and organised crime groups who impact on the North West region, focussing on the prosecution of offenders and the recovery and confiscation of the proceeds of their criminal conduct.

Manage the creation and maintenance of a secure environment where intelligence and information from a broad spectrum of collections from sensitive national/international assets to local open-source systems can be analysed as a whole and intelligence products disseminated in a manner that will inform tactical and strategic decision making, whilst protecting the sources of the intelligence and complying strictly with all legislative constraints and requirements.

2. PRINCIPAL ACCOUNTABILITIES:

1) To manage and co-ordinate deployment of NWROCU ECU staff, making the maximum use of the full range of criminal and civil legislation to ensure the most effective disruption of organised crime groups in the North West.

2) To develop and maintain a close working relationship with partner agencies and forces investigating serious and organised crime groups in the North West and to maximise opportunities to disrupt and dismantle their criminal enterprises.

3) To assess all requests for deployment of NWROCU ECU and meet with the requirements of the Regional Tasking & Co-ordination process by ensuring that the objectives of the deployment, focus on reducing the threat and risk to the communities of the North West region.

4) To effectively and efficiently manage all investigations undertaken by the NWROCU ECU

5) To manage the training, development and welfare of staff, organising and prioritising workloads, to ensure the department achieves its objectives.

6) To provide training and developmental opportunities on all matters relating to the promotion and effective use of Proceeds of Crime and disseminate best practice and specialist knowledge by providing leadership and innovation in proceeds of crime, money laundering and fraud investigation.

7) To promote and comply with NWROCU and partner agencies policies on equal opportunities and health and safety, both in the delivery of service and treatment of others.

8) To deputise for the DCI Head of Department and to carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

9) Ensure the NW Regional Economic Crime Unit participates in continuous improvement initiatives. Debrief and share knowledge and experience gained from the use of Proceeds of Crime Act powers, and sources of financial and asset related intelligence, to improve working practices and the disruption of serious organised crime.

10) Act as the NW Regional Economic Crime Unit subject matter expert on all matters relating to the investigation of serious and organised economic crime. Help other capabilities within NWROCU and partners understand and implement the most effective economic crime powers and legislation for the particular intelligence or operational need.

11) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3a. KNOWLEDGE AND EXPERIENCE:

a) Must have a sound knowledge of criminal and civil investigation in relation to Fraud, Money Laundering and Proceeds of Crime Act matters. Knowledge of the available options for investigators and what factors will most influence when a particular tactic should be deployed.

b) Ideally be experienced in the management of criminal and civil investigations, PII and disclosure issues and have an awareness of Level 1 surveillance

operations and the use and deployment of undercover operatives and other covert techniques.

c) Experience of undertaking, leading and managing complex financial and money laundering investigations

d) Knowledge of criminal and civil law in relation to proceeds of crime legislation

e) Must have strong interpersonal skills supported by a high standard of communication skills, both verbal and written and a proven record of innovation and problem solving in an intelligence environment.

f) Must be able to build and maintain a strong team ethic and be a proven leader able to prioritise heavy workloads effectively and manage the provision of service to identified customers and partners.

g) Must be self-motivated with the ability to work under pressure, dealing with large amounts of data and working to tight timescales within an ever changing environment.

h) Must have a sound working knowledge of all available IT systems and analytical processes in order to be in a position to understand the capability of such systems to ensure efficient and effective service delivery.

i) Experience in establishing effective SLA's and MOU's.

j) Knowledge of physical security processes, operational security and risk management.

k) A sound knowledge of operational tactics, techniques, guidance and processes, including but not limited to, money laundering, fraud, and Proceeds of Crime Act asset recovery powers and how they relate other serious organised crime types.

3b. This role requires all aspects of the criminal law and in particular the Codes of Practice, as outlined by PACE 1984.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

The post holder will be responsible for the duties, conduct and performance of Police Officers (Detective Sergeant and Constables) and Police staff within NWROCU Regional Economic Crime Unit.

b) Supervision Received:

The post holder will report directly to the Detective Chief Inspector , Head of Economic and Cyber, NWROCU

c) Other Contacts:
i) Within North West ROCU and NW Regional Forces:

Regular contact will be developed and maintained with all identified NWRFT customers and partners within the police service.

ii) Outside North West ROCU and NW Regional Forces:

Regular contact with customers and partners outside the police service with whom the NWRFT does business.

5. CONTEXT:
a) Operating Environment:
The highest standard of professional service will be provided to all identified customers and partners and all work undertaken will be done in line with agreed parameters in line with the National Intelligence Model. The postholder will ensure that all personnel within the Regional Economic Crime Unit follow working practices in line with current legislation, policy and procedure.

ROCU normal business hours are Monday to Friday 0800 – 1600Hrs, however, post requires a flexible approach to both working long unsociable hours when required and in difficult working environments, often at short notice.

Travel across the regional footprint and nationally may be required.

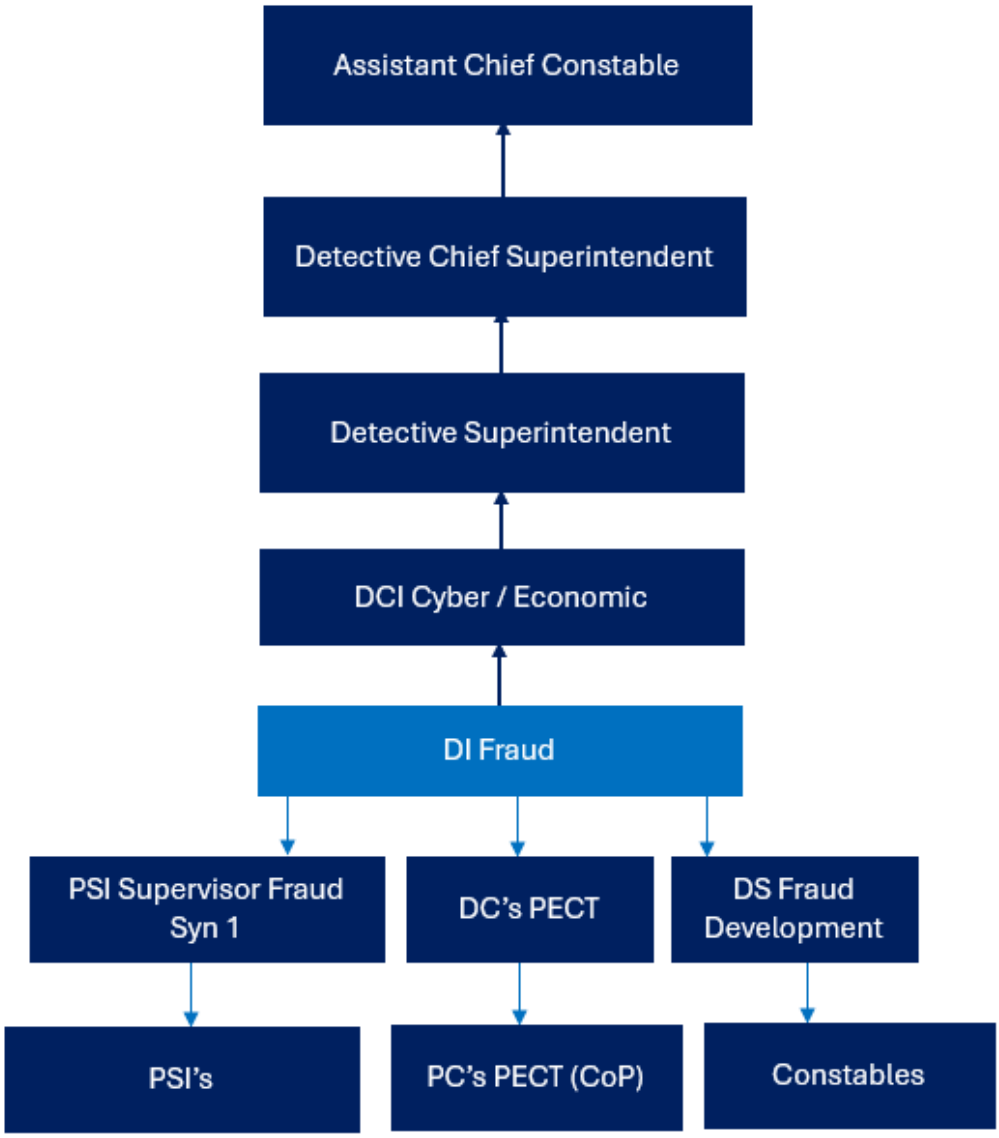
b) Framework and Boundaries:

All work undertaken must conform to all legal requirements relevant to Criminal Investigations including RIPA, Human Rights Act, Proceeds of Crime Act 1995 and Health and Safety.

The Police and Criminal Evidence Act and Data Protection Act strictly govern the utilisation of the intelligence systems, in conjunction with MOPI and CPIA.
Work in accordance with National Intelligence Model and Information Handling Process, Police Regulations and the Discipline Code apply as well as Force and Regional policies.

c) Organisation:

The post holder will be responsible for the supervision of Detective Sergeants, Constables and Police Staff.



6. DIMENSIONS:

Financial: To ensure the team remains within the allocated budget

Staff: Responsibility for around 20 staff

Other: N/A

7. JOB CHALLENGES:

This is an evolving role nationally and as such the post holder must be flexible and absorb natural role changes and assist to enhance and develop individuals within the Unit in order to improve the capability of the Unit as a whole.

The postholder must manage competing customer requests and ensure the provision of a quality service from the team.

The postholder must be able to look at issues with a broad view to achieve the organisation's goals. Thinking ahead and preparing for the future, taking an interest in the organisation beyond own role.

Understanding policies and procedures, and preparing for the consequences of own actions.

8. ADDITIONAL INFORMATION:

Vetting to SC and MV level will be required to be maintained.