JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:
DIRECTORATE: North West ROCU
AREA / DEPT: Regional Economic Crime Unit (RECU)
JOB TITLE: **Detective Sergeant – Anti-Money Laundering**
REPORTS TO: Detective Inspector - Fraud

CURRENT RANK/GRADE: **Detective Sergeant**
DATE: **December 2022**

1. **JOB PURPOSE:**

The Money Laundering Intelligence and Investigation Team will use their specialist experience to conduct money laundering investigations and maximise the knowledge and understanding of techniques, hierarchies and routes. A multiskilled team of both Police Officers and Police Staff, the team will work within all areas of the Serious and Organised Crime Strategy – protect, prevent, pursue and prepare, sharing their knowledge and results at both a regional and national level.

Responsible for ensuring the efficient and effective investigation of money laundering by Organised Crime Groups who impact on the North West. Leading a team in intelligence gathering and analysis and work within the prevent and protect arenas.

An integral part of the North West RECU and wider NW ROCU, supervising and upskilling colleagues in Money Laundering and PoCA 2002.

2. **PRINCIPAL ACCOUNTABILITIES:**

(a) To manage and co-ordinate deployment and casework of NW RECU Money Laundering Intelligence and Investigation Team, ensuring the maximum and most effective use of the Proceeds of Crime Act (PoCA) 2002.

(b) To plan, conduct and coordinate financial investigations including criminal and civil activity ensuring compliance with legislation and maximising the use of associated powers.

(c) To lead research and analysis into money laundering intelligence in order to build a strong and reliable knowledge and understanding of laundering techniques, routes and hierarchies operating or impacting in the region.

(d) To provide a overview of money laundering intelligence as required for NW ROCU strategic and tactical documents.

(e) To supervise the preparation of case files, including disclosure material, to a high standard.

(f) To manage and lead the training, mentoring, development and welfare of Money Laundering Intelligence and Investigation Team and wider RECU staff, organising and prioritising workloads, to ensure the department achieves its objectives.

(g) To develop and maintain close working relationships 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.

(h) To act as a subject matter expert on all matters relating to money laundering intelligence, investigation and related asset recovery. To advise other NW ROCU capabilities on overt and covert money laundering investigation techniques and the best use of PoCA 2002. To disseminate best practice and specialist knowledge throughout the NW ROCU and constituent forces.

(i) To liaise with international investigative bodies and conduct enquiries abroad where necessary to identify intelligence and assets for restraint and confiscation purposes.

(j) To deputise for the RECU Inspector and to carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

(k) To ensure the NW RECU participates in continuous improvement initiatives. Arrange and manage operational debriefs to provide an opportunity for feedback and to share the knowledge and experience gained from the use of covert intelligence, technologies and methodologies that could improve the output of working practices.

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

3. **KNOWLEDGE AND EXPERIENCE:**

(a) Nationally Accredited Financial Investigator with recent employment in financial investigations is desirable, but not essential. It is desirable for the post holder to have attended the following recognised courses: National Financial Investigator Accreditation (NCA, PoCC) – FIO, FI & Confiscation Courses. Training can be provided.

(b) Experience of undertaking, leading and managing complex financial and money laundering investigations.

(c) Experience of criminal and civil law in relation to proceeds of crime legislation and all types of financial investigation.

(d) Experience in the research and analysis arena would be advantageous.

(e) Experience of close working with partner agencies, financial institutions and the regulated authorities.

(f) Awareness of issues with a broad view to achieve the organisation's goals. Ability to think ahead and prepare for the future, taking an interest in the organisation beyond own role. To act in the best interests of the organisation as a whole, rather than just own area or department. To understand policies and procedures and prepare for the consequences of actions.

(g) 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.

(h) High level of numeracy and literacy (including computer literacy) with experience of producing detailed written reports, charts etc. on complex investigations.

(i) Must be able to build and maintain a strong team ethic and be a proven manager.

(j) Must have sound investigative ability.

(k) Must be able to prioritise heavy workloads effectively, both personally and for a team and manage the provision of service to identified customers and partners.

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

(m) 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.

(n) Ideally be experienced in target operations, PII and disclosure issues and have a knowledge of surveillance operations.

4. **RELATIONSHIPS:**

(a) Supervisory responsibilities:

The post holder will be responsible for the duties, conduct, welfare and performance of Police Officers and Staff within Money Laundering Intelligence and Investigation Team and wider RECU.

(b) Supervision Received:

The post holder will report directly to the Detective Inspector – Economic Operations.

(c) Other Contacts:

Within NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partners agencies and units within NW ROCU and NW ROCU constituent forces to exchange intelligence / information where appropriate and brief personnel as required on cases undertaken, best practice and other relevant matters.

Outside NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with other Forces and Regions, other Law Enforcement Agencies including NCA, key partner agencies, financial institutions and regulated authorities.

Also contact with members of the public and the Judiciary will be required.

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 RECU follow working practices in line with current legislation, policy and procedure.

The post holder will work within Force Flexi Time scheme, but a flexible approach to both working long unsociable hours when required and in difficult working environments, often at short notice. Police officers will work a shift in line with core ROCU business hours Monday to Friday 0800-1600Hrs, with a requirement to be flexible.

(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, OCGM Processes, Lifetime Offender Management, CU Operating Model, ROCU Standards and Section 19 RIPA.

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 both Police Officers and Police Staff.

6. DIMENSIONS:

Financial: N/A

Staff: The post holder will be responsible for the duties, conduct and performance of a group of staff within the RECU.

Other: The National Intelligence Model is a business process designed to prioritise resources, identify and tackle crime, disorder and anti-social behaviour in order to sustain crime reduction and improve quality of life for all regional communities. The strategic aim of the RECU is to identify, disrupt and dismantle organised crime groups causing the most harm across the region through the effective use of powers afforded by the Proceeds of Crime Act 2002; to deny defendants of their assets ensuring that crime does not pay.

7. JOB CHALLENGES:

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.

8. ADDITIONAL INFORMATION:

Post holder is required to maintain vetting to MV and SC level.

Prepared to travel throughout the UK.

The post holder is required to hold a full driving licence.

9. ORGANISATIONAL STRUCTURE: