



HUMBERSIDE POLICE Role Requirement

Objective Analysis: Investigation Management.

Position Title: ACU Detective Inspector

Grade: Inspector

HMI No. & Category : Operational (012)

Overall Purpose of the role: Investigates specific allegations of corruption/misconduct and assumes the responsibility of proceeding with criminal or disciplinary matters if appropriate as directed by the Superintendent PSD. Effectively manages the performance of staff within the section ensuring service delivery is continually improved.

Specific Roles/Tasks

Manages a team of staff, promoting a complainant focussed 'can do' approach to work, delivering services that are aligned to the force Plan on a Page demonstrating fairness, integrity and respect in all interactions. Allocates workloads throughout the section fairly, ensuring timescales are met addressing any capability issues immediately and effectively. Reports directly to the head of PSD.

Acts as silver to lead and manage anti-corruption investigations in line with APP.

Continually reviews performance ensuring service delivery and key performance indicators are monitored and improved. Oversees delivery of a monthly performance report for head of PSD.

Advises Investigators on procedures and content of files in formal investigations, returning any files reviewed for amendments or corrections.

Actively develops training material throughout the Force in conjunction with the Learning & Development Unit regarding the prevention of corrupt practices and upholding the code of ethics.

Maintains consideration of the departmental budget by ensuring overtime and ancillary costs are not overspent.

Prepares criminal/ disciplinary charges, serving statements and documents on accused officers, liaising with legal representatives as appropriate.

Liaises with force solicitors in respect of corruption /misconduct relating to civil claims made against the force.

Provides information as requested to the Police Federation, Staff Associations, police personnel, solicitors, IOPC and other outside bodies on matters relating to corruption investigations.

Provides advice and guidance to Divisional Commanders and department Heads on matters affecting Discipline and Corruption. Advises Chief Officers regarding critical incidents involving corruption and misconduct issues.

Chairs tasking meetings in company with head of PSD directing priority lines of enquiry.

Represents the force at Regional Practitioners meetings as required.

Maintains and analyses a stand alone database for intelligence matters of a corruption and professional standard nature.		
Responds individually to correspondence both from internal and external sources. Oversees the recording and enquiry into miscellaneous matters including letters from Members of Parliament, and ensures an appropriate response in action within timescales.		
Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.		
Responsibility		Decision Making
Provides supervision and allocates work to staff enhancing their skills and experience through the identification and instigation of effective training and development. Oversees corruption investigations ensuring they are properly dealt at Divisional/Branch and Force level. Manages the branch budget reporting and reports to the management team on a monthly basis. Oversight and management of investigation and intelligence recording and departmental performance reporting to SLT Ensuring that risks to the Force which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or Head of PSD at the earliest opportunity; The post holder is responsible for meeting the needs and expectation of individuals by providing appropriate help and advice, taking all concerns seriously and explaining what will be done to address them, including whether or not any further actions will be taken and why. Providing a role model for staff by actively demonstrating and positively promoting the Standards of Professional Behaviour and the Code of Ethics by acting with fairness integrity and respect ensuring support is given to any member of staff who challenges those who do not adhere to these standards.	Makes decisions on the referrals to the IOPC. Makes decisions on the reception of corruption and misconduct matters, arranges their recordings, means of investigation and the allocation of Investigating Officers. Manages and directs investigations both overt and covert relating to corruption. Advises on the need for press release in cases of media interest and where appropriate drafts such releases within guidelines.	
	Additional Information	
Reports to		Direct reports:
Detective Superintendent– Professional Standards Branch		Detective Constable – Investigating Officer Police Staff – Investigating Officer – SO1/SO2 Senior Analyst-S02
Prepared by:- D/Supt Baldwin Date:- 24/10/2018	Confirmed by:- Tammy Bullivant Date:-	Received by:- Workforce Planning Unit Date:-

Person Specification

		Inspector
Age/Service/Rank	Essential	Is the rank of Inspector and is both qualified and experienced as a Detective Inspector.
	Desirable	Knowledge and experience in covert policing methods.
Desired Character Traits	Essential	Is alert and capable of considering the wider dimensions and implications of given situations. Shows a commitment to quality of service. Constantly shows respect for sensitivity to others.

	Desirable	Possesses a keen and enquiring mind with a positive outlook. Shows determination to confront and resolve problems effectively. Can use imagination to suggest different approaches and new ideas.
Monitoring Personal Performance	Essential	Recognises strength and weaknesses in self and others and instigates development where necessary.
	Desirable	Recognises stress in self and others and takes steps to help them eliminate the cause.
Communication and Relationships with Others	Essential	Is active in creating and developing positive relationships both inside and outside the organisation. Uses interpersonal skills effectively to manage people in delicate, frustrating or tense situations. Is able to speak clearly and in a way that those listening can understand.
	Desirable	
Investigations	Essential	Is able to see beyond the obvious when dealing with situations. Is able to collate, analyse and evaluate complex information effectively to reach well reasoned conclusions. Has experience of the management of complex and sensitive investigations supervising them to their conclusion.
	Desirable	Is skilful in the use of questioning and listening in a range of situations.
Knowledge	Essential	Has an excellent understanding of legislative matters, policies and procedures which can affect either Police Officers or Police Staff.
	Desirable	Has a detailed understanding of the Humberside Police policy and procedure in relation to misconduct matters. Possesses an awareness of the relevant misconduct and complaints notes of guidance issued by the Home Office, the Police and Criminal Evidence Act 1984 and other regulations made there under, particularly the Police (Conduct) Regulations 1999. Has an awareness of Police Staff discipline procedures.
Decision Making, Problem Solving, Planning	Essential	Makes evidentially based decisions, taking account of all available facts at the time, in order to reach objective and well reasoned conclusions. Is prepared to explain their rationale when appropriate. Approaches problems positively, considering and suggesting alternative solutions. Takes prompt action when dealing with problems. Demonstrates a good organisational ability. Considers the effect of decisions at all levels.
	Desirable	Makes use of professional judgement to arrive at solutions to problems whilst encouraging contributors to share decision making.
Practical Effectiveness	Essential	Displays a positive and realistically confident approach. Takes cognizance when controlling specialist assets regarding the corporate responsibility of applying their delivery across the force/regional area. Effectively manages both their own and the workloads of their staff.
	Desirable	Has experience in managing covert investigations and tactics.
Written Reports	Essential	Is able to analyse and critically discuss complex material in the form of a report remaining concise and well balanced whilst making specific recommendations. Has proven administrative planning skills.
	Desirable	Is able to deal with paperwork in an expeditious and efficient manner.

Management Skills	Essential	Gets involved when appropriate, identifies and responds to peoples needs for professional and other types of support. Has the ability to motivate staff when appropriate.
	Desirable	Gets involved and contributes constructively. Varies leadership style to compliment the situation.
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness, integrity and respect therefore contributing to the force plan on a page.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.