

Recruitment Team
Police Headquarters
PO Box 37, Valley Road
Portishead, Bristol, BS20 8QJ
Telephone: 01275 816351 Facsimile: 01275 816124
Email: recruitment@avonandsomerset.police.uk
Office hours 08:30 – 17:00 Mon - Fri

When telephoning or writing please ask for or address correspondence for the attention of:
Recruitment Team

Dear Applicant

Thank you for your interest in a Police Staff position with Avon and Somerset Constabulary. Please find attached:

- A copy of the job description and the person specification
- Application form
- Avon and Somerset Constabulary's European Working Time Regulations Policy

The closing date for this post is 5pm on Tuesday, 13th January 2015 applications received after this time will not be considered. Please ideally return completed applications electronically via e-mail to:

recruitment@avonandsomerset.police.uk

Alternatively if you wish to submit your application by post please send to the above address.

In line with the Constabulary's Equal Opportunities Policy, in order to ensure all applications may be assessed against the same criteria, it is essential you complete the enclosed forms fully in order to provide us with up-to-date information about yourself.

Your completed application will be assessed against the person specification which will be used to shortlist the applications. Please note, that we are unable to make assumptions about your experience. If you wish to apply for more than one post, please complete a separate application form as application forms are bespoke to each vacancy.

All applicants must be able to be vetted before appointment. Vetting is part of the recruitment process and for meaningful vetting enquiries to take place; applicants are required to have been resident in the UK for the last three / five years depending on the role.

Foreign nationality is not an automatic bar to recruitment or to granting vetting clearance. However, the Force Vetting Officer will require adequate residency and background checks to be conducted for the required period in order to make an informed decision.

Unfortunately, we are unable to pay excess postage on items received; therefore, please ensure that the correct amount is paid if returning your application by post. If this is not the case, I regret that your application will not be accepted, but will be returned to you.

If you have a disability, you may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application. Please be assured that this information will be treated in the strictest confidence.

Yours faithfully

Recruitment Team



C7920 Sc6 Major Crime Investigation Officer (Designated)

Role Profile

To perform the role of an investigating officer as designated by the Chief Officer, providing a range of skills and abilities to the Senior Investigating Officers.

Main Responsibilities

- To carry out the role of Disclosure Officer or Exhibits Officer (or deputy) when required, for major incident enquiries in accordance with the Major Incident Room Standard Administrative Procedures (MIRSAP).
- To carry out functions and roles within the Major Incident Room including the intelligence cell function and CCTV.
- To interview witnesses and obtain statements in accordance with the Criminal Justice Act and to compile written reports and statements of evidence.
- To obtain and execute search warrants under Section 8 and seize evidence under the provisions of section 19 of the police and criminal evidence act.
- To apply to judges for warrants to gain access to confidential and sensitive material.
- To carry out searches as designated by Section 18 (1) and 18 (2) of the Police and Criminal Evidence Act 1984.
- To assist in the preparation of prosecution or other evidential files for the Crown Prosecution Service, Coroner or other relevant authority.
- To update manual and computer records where required for the purposes of an investigation.
- To liaise with other investigative or support agencies as required.
- At the direction of the Head of the Unit carry out enquiries as necessary.

Rank/Grade

Scale 6

Reports To

DS Crime or Major Incident Room Manager as appropriate

Supervisory Responsibility

None

Additional Information

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

Experience and Qualifications

The post holder must be computer literate and should ideally hold a full current driving licence or be able to travel around the region using alternative transport. The post holder will ideally have previous experience of working in an investigative role.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Management Vetting (MV) and National Security Vetting - Security Clearance Level (SC).

Skill Category: Technical Skill

Crime Investigation	Crime Investigation - Level 4	No
Cultural Diversity and Community Awareness	Cultural Diversity and Community Awareness - Level 3	No
Equal Opportunities	Equal Opportunities - Level 3	No
Forensic - Crime Scene Management	Forensic - Crime Scene Management - Level 3	No
Health and Safety	Health and Safety - Level 3	No
Information Management and Technology	Information Management and Technology - Level 3	No
Interviewing - General	Interviewing - General - Level 4	No
Interviewing - Witnesses	Interviewing - Witnesses - Level 4	No

Knowledge of Legislation and Policy	Knowledge of Legislation and Policy - Level 3	No
Reports	Reports - Level 4	No
Search	Search - Level 3	No
Vulnerable Victims	Vulnerable Victims - Level 3	No

Shortlisting

SHORTLIST Criteria relevant to the job	ESSENTIAL Requirements necessary for safe and effective performance in the job	ADDITIONAL/USEFUL Where available, elements that contribute to improved/immediate performance in the job
Qualifications		Hold a full current driving licence or be able to travel around the regional area using alternative transport QA1
Experience	Computer literate EE1	Experience of Disclosure within the Criminal Procedure and Investigations Act 1996 EA1
	Experience of writing reports and / or statements of evidence EE2	Experience of Exhibit handling and continuity / integrity issues EA2
	Experience of interviewing witnesses and/ or suspects and taking statements EE3	Experience of working in an investigative role EA3
	Experience of liaising with a range of departments / organisations / agencies EE4	Experience of dealing with matters of a confidential nature EA4
	Experience of using and updating both manual and computer records EE5	