

Role Title:	Detective Inspector – Joint Economic Crime Unit	Post No.:	
Rank/Grade:	Inspector	Location:	Norfolk OCC or Suffolk PHQ dependent on post holder
Reports to:	D/Supt Suffolk Organised Crime Directorate and D/Supt Norfolk Investigations Directorate		
Accountable for:			
<ul style="list-style-type: none"> The quality of the policing service within the Norfolk and Suffolk Joint Economic Crime Unit, ensuring it meets the needs of the community and is in line with national and local policing plans Delivery of the relevant targets in the Norfolk and Suffolk policing plans The management of a team of operational and support staff Acting as senior investigating officer when necessary Liaison with relevant agencies 			
No. of Staff:	33 (approx)	Budget held:	
Person Specification			
Short-listing criteria at recruitment:			Essential/Desirable
Substantive Inspector unless the interview also acts as a promotion board			E
Investigative experience			E
Experience of managing resources (people and equipment)			E
Fraud Foundation Course or equivalent, as accredited by the NPIA			E
Knowledge of the Regulation of Investigatory Powers Act (RIPA)			E
Basic keyboard skills and working knowledge of Microsoft Office suite			E
Ability to travel across the two counties			E
Knowledge of the Proceeds of Crime Act 2002 and the National Intelligence Model (NIM)			D
Financial qualification as accredited by the NPIA, or equivalent			D
<i>In addition, the successful applicant will be required to be successfully vetted to SC level before formal appointment is made</i>			
Training Requirements of Role			
Induction:			
• Force/Command Induction		• Command/Department and individual objectives	
• Office Infrastructure		• Legislation relating to role	
• Risk assessments relating to role		• Use of equipment	
• Force administration procedures and documentation relating to role			
• Force policies relating to role (e.g. Diversity, Human Rights, Health & Safety etc)			
• Knowledge of interfaces and roles of outside agencies and other departments			
Core training for role:			
• Investigative Training – PIP Level 2			
Additional skills/training according to role and Force requirements:			
• n/a			
Completed by:	Name:	T/D/Supt Stephen Mattin T/D/Supt Alan McCullough Lindsay Downes	Role Title: Organised Crime Directorate, Suffolk Investigations Directorate Norfolk HR Advisor – Collaboration
	Date:	09.12.09	
Validated by:	Name:	Rebecca Newman	Role Title: HR Manager (Policy & Reward), Norfolk
	Date:	18.12.09	

ROLE PROFILE

DETECTIVE INSPECTOR Joint Economic Crime Unit Norfolk / Suffolk

ACTIVITIES

The role holder should effectively deliver these requirements

Police Operations

Authorise and review policing operations

Evaluate, authorise and review proposed operations ensuring that they are ethical, comply with legislation, policy and procedures and meet best practice.

Plan policing operations

Plan operations gathering information, intelligence or evidence about specific policing problem aimed at contributing to achievement of the organisational Policing Plan and /or identified local need, ensuring that it is both ethical and conforms to best practice.

Prepare for, and participate in, planned policing operations

Participate in police and agency-led operations, working within appropriate authority limits and carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure.

Identify and Manage operational threats and risks

Complete a thorough risk assessment for operational events, ensuring adequate control measures are in place and that an appropriate contingency plan is developed.

Intelligence

Gather intelligence to support policing objectives

Gather intelligence to facilitate the achievement of crime and disorder reduction objectives. Ensure intelligence is obtained ethically and in accordance with the relevant legislation, policy, protocols and codes of practice.

Use intelligence to support policing objectives

Use intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice.

Disseminate intelligence to support operational policing

Disseminate intelligence in the appropriate manner to relevant organisations, departments and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care.

Conduct intelligence driven briefing, tasking and debriefing

Conduct intelligence driven briefing, tasking and debriefing appropriate to the duties being performed and in accordance with organisational policy.

Finance and Resources

Manage the use of finance and resources

Regularly monitor activities to ensure that resources are used within budgetary constraints and in line with Best Value. Secure and adequately distribute resources to match priorities

Community Safety

Adopt a problem solving approach to community issues

Work with the community partners and other agencies to solve community problems in accordance with the relevant legislation policy procedures and partnership agreements.

	<p><u>Represent one's own agency at other agencies' meetings</u> Attend multi-agency case conferences/meetings as a representative of the police organisation, ensuring that recommendations and decision(s) do not commit the organisation to action which they cannot deliver and/or breach legislation, policy and procedure.</p>
Investigation	<p><u>Monitor and evaluate the quality of investigations</u> Ensure that all stages of an investigation are conducted thoroughly and expeditiously in accordance with relevant legal requirements and investigation, diversity and partnership policies.</p> <p><u>Manage investigations</u> Manage a team of investigators ensuring that investigations are carried out thoroughly and expeditiously in accordance with relevant legal requirements and investigation diversity and partnership policies.</p>
Managing the Organisation	<p><u>Implement change plans</u> Ensure adequate communication of proposed changes, implement the change plan effectively, and encourage involvement of all individuals affected by the changes.</p> <p><u>Provide specialist advice and knowledge</u> Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives and enable compliance with organisational policy.</p>
Health, Safety and Welfare	<p><u>Monitor compliance with Health & Safety policy</u> Monitor all aspects of Health and Safety within the workplace in accordance with legislation and organisational policy and take the appropriate measures to safeguard the health, safety and welfare of self, staff and others.</p> <p><u>Manage the welfare needs of individuals</u> Recognise any problems that a member of staff may be experiencing, assist them in identifying the cause and agree a suitable way forward, acting at all times in accordance with organisational policy.</p>
Managing & Developing People	<p><u>Develop individuals and teams to enhance performance</u> Develop the knowledge and skills of both team and individuals to ensure the best possible results at work by identifying needs, planning their development and using a variety of activities to improve performance.</p> <p><u>Delegate work to others</u> Give responsibility and authority to others for discrete pieces of work, agreeing with them the targets they need to achieve, advising and supporting them in what they do.</p> <p><u>Carry out performance reviews</u> Complete a fair and objective review of individual performance, recognising personal achievements and identifying areas for future development.</p> <p><u>Manage the performance of teams and individuals</u> Manage teams and individuals to agree short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that organisational objectives are achieved.</p> <p><u>Monitor and maintain standards of professional conduct</u> Set and maintain standards of professional conduct within own organisation. Actively seek to improve standards and increase customer confidence.</p> <p><u>Monitor and evaluate performance reviews</u> Monitor the completion of performance reviews to ensure that they are fair, balanced, timely and have been carried out in compliance with local policy.</p> <p><u>Respond to public complaints</u> Handle public complaints against staff with sensitivity and in accordance with legislation and organisational policy in an ethical and professional manner.</p>

Human Resources	<p><u>Select required personnel</u> Select the most appropriate candidate(s) for the position(s) whilst complying with Equal Opportunities policy and legislation.</p> <p><u>Enable the organisation to retain personnel from all communities</u> Enable the organisation to retain personnel from all communities by contributing to the fair treatment of staff and supporting staff in promoting quality, diversity and rights in the working practices.</p> <p><u>Deal with grievances</u> Investigate grievances with sensitivity and in accordance with organisational grievance procedure.</p> <p><u>Address disciplinary and unsatisfactory performance procedures</u> Take prompt action to address performance that is below standard, carrying out organisational procedures fairly and in line with own level of authority.</p>
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Personal Responsibility	<p><u>Provide an organisational response recognising the needs of all communities</u> Build and maintain community relations by providing a service that is responsive to the needs of all communities and by ensuring that those affected by crime receive a fair and anti-discriminatory service.</p> <p><u>Promote equality, diversity and Human Rights in working practices</u> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.</p> <p><u>Maintain standards of professional practice</u> Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.</p> <p><u>Work as part of a team</u> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.</p> <p><u>Make best use of technology</u> Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.</p> <p><u>Comply with health and safety legislation</u> Ensure that you show a duty of care and take appropriate action to comply with health and Safety requirements at all times.</p> <p><u>Complete administration procedures</u> Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.</p>
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The activities on this role profile are not to be regarded as exhaustive, since there may be other duties and requirements reasonably associated with this role, notified to you from time to time, which may include deputising for other roles

BEHAVIOURS

DETECTIVE INSPECTOR – JOINT ECONOMIC CRIME

Respect for Race and Diversity (A)

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.

Personal Responsibility (A)

Readily accepts responsibility for self and others. Takes responsibility for managing situations and problems. Leads by example, showing a commitment and a determination to succeed. Continues to learn and develop.

Effective Communication (B)

Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

Planning & Organising (B)

Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes. Provides clear direction and makes sure that staff know what is expected of them.

Problem Solving (B)

Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

Strategic Perspective (C)

Takes an interest in the organisation beyond own role. Acts in the best interests of the organisation as a whole, rather than just own area or department. Understands policies and procedures, and prepares for the consequences of own actions.

Maximising Potential (B)

Actively encourages and supports the development of people. Motivates others to achieve organisational goals.

Community and customer focus (B)

Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns.