



West Yorkshire  
**Joint Services**



West Yorkshire  
**Trading Standards**

# Job Specification

**Job Title:**

Criminal Investigator

**Grade: WY08****Job Evaluation Code:****Reporting to:**

Safeguarding and Investigations  
Manager

**Manager's Grade:****Location:**

Morley

**Service Area:**

Trading Standards

**Overall Purpose of the Post:**

To gather and develop evidence and intelligence in accordance with CPIA, in order to investigate and disrupt financial exploitation and abuse of vulnerable West Yorkshire residents, including fraud, money laundering and other financial corruption enquiries, leading to the prosecution of offenders at court, seizure of assets and recovery of monies to the victim.

To conduct recorded interviews under caution, interviewing witnesses and victims, with employees, members of the public and other parties, in connections with allegations made, in accordance with the Police and Criminal Evidence Act 1984 and appropriate partner policies

To ensure appropriate support and referral mechanisms are in place for vulnerable residents and victims of financial exploitation and abuse through falling victim to scams, frauds and doorstep crime.

To investigate fraud and corruption against the partner organisations, where appropriate

To support collaborative working and an innovative programme of proactive work to identify potential criminal activity and organised offenders, causing loss to the service, relevant local authorities and members of the public  
To prepare prosecution files

## Requirements for the Post

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	Educated to degree level or equivalent or able to demonstrate experience of working at that level, with evidence of continuing professional development in relevant criminal investigations	Undertaken PIP2 Detective training or equivalent PINs Accreditation or equivalent Willingness to undertake training courses in financial investigation
<b>Knowledge</b>	Good knowledge and understanding of fraud, money laundering and other serious and complex crime	Good understanding of basic principles of equality/diversity issues
	A good knowledge and understanding of the investigative techniques, both conventional and covert, employed on pro-active operations targeting organised crime groups at all levels	Knowledge of the legislation and regulatory frameworks governing trading standards, health and social care
	Good knowledge and previous experience of computer based evidence seizure.	Knowledge of the Victim's Code
	Up to date knowledge of Government Legislation e.g. Fraud Act, Data Protection Act, Human Rights Act, RIPA (Regulation of Investigatory Powers Act), Bribery Act 2010.	Good knowledge of and ability to operate computerised databases and spreadsheets
	Competent in interviewing suspects, witnesses and victims in accordance with current legislation, policies, procedures, codes of practice and guidelines in relation to the conduct of interviews together with a knowledge of disclosure issues.	A good working knowledge of the rules of disclosure
	Knowledge of powers, court rules and procedures to ensure evidence is admissible and an ability to use this knowledge in a wide variety of situations	Knowledge and understanding of the issues affecting local government in relation to cost savings, income generation & fraud risk
	High level of integrity, judgement, tact, discretion and initiative	Understands the impact of safeguarding responsibilities on Trading Standards

	Manage highly sensitive and confidential information with regard to individuals, companies, organisations and employees in line with legislation and policy	
	Ability to interpret a wide variety of complex of legal and technical issues	
	Effective verbal and written communication skills including presentations to large audiences.	
	Good influencing and negotiation skills with the ability to work well as part of a busy team.	
	Excellent interpersonal skills, self-motivated, target and outcome driven	
	Flexible, ambitious and positive attitude to working in a fast-paced environment, with the ability to multi-task, work effectively under pressure and deliver projects from concept to completion stage.	
<b>Experience</b>	A proven track record in undertaking complex investigations into breaches of criminal legislation.	Experience of working with communities in either a statutory or voluntary role
	Competent at intelligence gathering in accordance with CPIA and interviewing under caution in accordance with PACE	Experience of working on crime prevention initiatives
	Has experience of undertaking investigations using an intelligence model including gathering evidence under the Police and Criminal Evidence Act	Experience of working with Elected Members and operating in a political environment
	Proven Track record of practical experience of successfully investigating fraud and be able to demonstrate the application of criminal and civil sanctions in relation to fraud offences in a multi-agency environment	An understanding of the effectiveness of working with communities to increase consumer protection

	<p>Can demonstrate experience in taking criminal investigations through to criminal proceedings.</p>	Ability to network and form effective working relationships with key external stakeholders
	<p>Experience of attending court and acting as a professional witness at hearings and appeals</p>	
	<p>Ability to work flexibly in dealing with deadlines and work pressures.</p>	
	<p>Experience at working both independently and in a team-oriented, collaborative environment</p>	
<b>Physical Skills</b>	<p>Full driving licence and access to vehicle for work use Willingness to work outside usual office hours, including occasional evenings and weekends</p>	
<b>Competencies: Focus on Customers</b>	<p>Excellent communication skills, with the ability to influence, negotiate and develop positive relationships with external stakeholders.</p>	Supports and encourages others to build and sustain a network of contacts and uses own networks
	<p>Develops partnerships that deliver increased customer engagement, is understanding and sensitive to the different requirements of all individuals, groups and cultures</p>	
<b>Performing Your Role</b>	<p>Takes personal responsibility for achieving objectives and actively seeks feedback on own and teams' performance</p>	
<b>Personal Effectiveness</b>	<p>Able to plan and structure work to ensure objectives are achieved within required timescales, anticipating contingencies and making best use of available resources.</p>	
	<p>Presents information clearly, concisely and professionally and adapts information to suit varying needs of different people</p>	

<b>Successful Team and Partnership Working</b>	Promotes an environment of collaboration and team working, creating positive working relationships with others Able to motivate others to achieve by supporting change and leading by example	Promotes an environment of collaboration and team working, creating positive working relationships with others Able to motivate others to achieve by supporting change and leading by example
<b>Decisive Problem Solving</b>	Ability to analyse information accurately and make timely and well-judged decisions in order to achieve successful outcomes	Balances multiple and conflicting priorities so that problems are identified in advance and solutions created quickly

## Key Outcomes/ Activities

1. To undertake all aspects of a criminal/fraud investigation, this includes, but is not limited to intelligence gathering and development using the Intelligence Operating Model, analysing data, interviewing potential defendants and witnesses, preparing case files for court and act as a professional witness representing the Council in court proceedings, and independently apply for warrant applications before a judge. Monitor and evaluate the quality of these investigations.
2. Research, analyse, evaluate and develop referrals and intelligence forwarded from the relevant sources.
3. Support the conduct of financial investigations for the purpose of money laundering charges and confiscation proceedings, dealing with a number of investigations at any one time.
4. Identify the parties that hold relevant material required to prepare necessary documentation in order to obtain that information under the relevant legislation
5. To act as Exhibits Officer, ensuring the integrity, safe storage and recording of all exhibits relating to the investigation (including excluded and special procedure material), utilising the appropriate systems and in accordance with (CPIA)
6. Act in accordance with Regulations of Investigatory Powers Act (RIPA), European Convention of Human Rights (ECHR), Proceeds of Crime Act (POCA), Data Protection Legislation & The Police & Criminal Evidence Act 1984 (PACE), Criminal Procedure & Investigations Act 1996 (CPIA)
7. Obtain and execute court orders (PACE, POCA), search warrants and other court orders as required
8. Ensure criminally derived assets are identified for consideration of forfeiture in accordance with legislation and policy
9. Interview witnesses and complainants using recognised interview methods and produce accurate written statements in a form suitable for use as evidence in court proceedings
10. Responsibility to ensure that all relevant material that may assist the defence or undermine the prosecution case has been appropriately disclosed, in accordance with Criminal Procedure and Investigations Act 1996
11. Present both oral and written evidence at court
12. To support other officers in producing interview plans for fraud and other criminal investigations
13. To promote and raise awareness of opportunities for investigation, working with teams across partner agencies to pursue proceeds of crime
14. Provide advice and assistance both internally and externally when an initial referral is made to the team, including assessing whether such matters are criminal cases thus ensuring an effective service is provided.

15. Develop and maintain partnerships and work together with partner agencies in the area of fraud, doorstep crime, scams and other economic crime to ensure best practice is identified and vulnerable residents protected.
16. To ensure effective safeguarding of adults at risk where Trading Standards are involved, making safeguarding referrals where appropriate and ensuring other relevant support mechanisms and protocols are in place.
17. To develop partnership working to ensure collaboration on key crime prevention messages, including colleagues from police, health and social care, public health, financial institutions and voluntary and community sector organisations.
18. Actively participate in the services quality assurance scheme, WYJS Appraisal Scheme, BPR programmes, WYJS learning and development plan, performance management framework, WYJS HR recruitment policies including recruitment and grievance and disciplinary procedure.
19. Such other duties at a comparable level of responsibility relating to the work of the Service as may be required
20. Ensure the health and safety of all staff and resources within the postholder's area of responsibility ie delegate responsibility in relation to the nature of the postholder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety At Work Act 1974. These include the provision of protective clothing, health and safety instructions etc.
21. The postholder's duties must at all times be carried out in compliance with the Service's policies and procedures and in compliance with all employment, equal opportunities, data protection and freedom of information legislation requirements as detailed in the Employee Handbook.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

**Employees (Supervision): Direct Supervision: nil**  
**Indirect supervision: other Trading Standards staff , volunteers**

**Financial:**  
None

### **Customers and Clients:**

West Yorkshire residents and vulnerable communities, partner agencies, financial organisations and other key stakeholders, law enforcement agencies

**Internal Contacts:** Members of the Joint Services Committee, Strategic Leadership Team, service managers, team managers and other employees

### **External Contacts:**

Local authority and partner colleagues – community safety, public health, licensing, environmental health, adult social care, West Yorkshire Police, West Yorkshire Fire & Rescue Service, Voluntary and Community Sector Organisations, volunteers, business and local media, Elected Members and MPs

**Working Conditions:**

Office based but travel around West Yorkshire on a regular basis

**Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Is prepared to work flexible hours to suit the requirements of the department, including working outside of normal working hours in some circumstance.

Full UK Driving Licence

Willingness and ability to travel and work flexibly for business purposes

Willingness to work unsocial hours on occasions and at short notice as required

An exceptionally high degree of confidentiality and discretion is an essential feature of this post

**The employment checks are required:**

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications – see job specification (Requirements for the post)**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**
- **Full DBS clearance**

**Date completed:**

14/3/18