



## Role Profile

### C7034 SC6 Investigative Mentor

#### Role Description

To provide dedicated and comprehensive mentoring, advice and guidance to staff, investigators and detectives to optimise individual and Directorate-level investigative quality and capability.

#### Main Responsibilities

- In liaison with relevant stakeholders, provide advice and guidance on complex and serious crime investigations to newly accredited detectives and other new members of staff giving feedback in a timely and accurate manner.
- Provide advice on suspect interviews and solicitor disclosure.
- Provide advice on the preparation and compilation of prosecution/case or other evidential files, including redaction, eg Crown Prosecution Service, Coroner or other relevant authority.
- Provide guidance on writing disclosure schedules, rebuttable presumptive material and Investigative Management Documents.
- Review files of new and developing detectives and investigators prior to CPS submission, advising with regards further investigative opportunities required to reach full code test and prevent unnecessary action plans being sent from CPS (not withstanding supervisory advice which may have already been given).
- Accurately maintaining, creating and updating records on a variety of manual and computerised systems.
- Deliver bespoke group mentoring/one-to-one upskilling where required .
- Assist operational IPDU leads in the preparation, management and facilitation of action plans set for detectives and investigators under assessment.
- Keep up to date on changes in legislation, force policy and attend/support Directorate learning and development events where required.

#### Rank\Scale

SC6

#### Reports To

P7606 DS Investigations (Investigative Professional Development Unit, ie IPDU)

#### Supervisory Responsibility

None

#### Experience and Qualifications



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#### Essential –

Current / Previous PIP2 qualification  
Proven experience of investigating serious and complex crime and of working in an investigative environment  
Strong contemporary understanding of the role of an operational investigative PC, detective and/or Police Investigator  
Computer literate and have a working knowledge of generic computer programmes with the ability of maintaining and updating systems  
Experience of organisation bespoke computer applications  
Experience of gathering and collating information, along with composing reports. Experience of interviewing and taking statements  
Good accuracy and attention to detail  
Excellent communication skills on a one to one and group basis  
Ability to work with limited supervision  
Experience of managing workload and prioritising completing demands in a busy environment

#### Desirable -

Previous experience in financial analysis and/or volume crime investigation  
  
Previous experience of tutoring, training or developing staff in a group and one-to-one basis  
  
Hold a full current driving licence or be able to travel around the force area using alternative transport?

This post has been designated as requiring the following vetting levels in accordance with the Vetting Code of Practice and associated Authorised Professional Practice (APP): Police Management Vetting (MV)

## 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

Previous / Current PIP 2 Qualification  
  
QE1

#### Experience

Proven experience of investigating serious and complex crime and of working in an investigative environment.  
EE1

Previous experience in financial analysis and/or volume crime investigation.  
  
EA1



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Strong contemporary understanding of the role of an operational investigative PC, detective and/or Police Investigator.  
EE2

Previous experience of tutoring, training or developing staff in a group and one-to-one basis. EA2

Computer literate and have a working knowledge of generic computer programmes with the ability of maintaining and updating systems.  
EE3

Hold a full current driving licence or be able to travel around the force area using alternative transport.

EA3

Experience of organisation bespoke computer applications.

EE4

Experience of gathering and collating information, along with composing reports. Experience of interviewing and taking statements.

EE5

Good accuracy and attention to detail.

EE6

Excellent communication skills on a one to one and group basis.

EE7

Ability to work with limited supervision.

EE8



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Experience of managing workload and prioritising completing demands in a busy environment.

EE9

#### Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"><li>• I take into account individual needs and requirements in all of my actions</li><li>• I understand that treating everyone fairly does not mean everyone is treated the same</li><li>• I always give people an equal opportunity to express their views</li><li>• I communicate with everyone, making sure the most relevant message is provided to all</li><li>• I value everyone's views and opinions by actively listening to understand their perspective</li><li>• I make fair and objective decisions using the best available evidence</li><li>• I enable everyone to have equal access to services and information, where appropriate</li></ul>	No
Core Values	Integrity	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"><li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li><li>• I demonstrate courage in doing the right thing, even in challenging situations</li><li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li><li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li><li>• I am open and responsive to challenge about my actions and words</li><li>• I declare any conflicts of interest at the earliest opportunity</li><li>• I am respectful of the authority and influence my position gives me</li><li>• I use resources effectively and efficiently and not for personal benefit</li></ul>	No



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Core Values	Public Service	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>	No
Core Values	Transparency	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communications</li> <li>• I maintain confidentiality appropriately</li> </ul>	No
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.  I think about different perspectives and motivations when reviewing information and how this may influence key points.  I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.  I understand when to balance decisive action with due consideration.  I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.  I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.  I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	No



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Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>	No

**NOS**



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NOS Unit	Unit Name	Unit Description