NICSHR

Interchange Unit

# Hosting Opportunity Proforma

The Office of the Police Ombudsman for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Paula Gillespie

 Name

 Organisation/

Corporate Services

 Department

The Office of the Police Ombudsman

New Cathedral Buildings

11 Church Street

Belfast

BT1 1PG

 Address

 Telephone Fax number

N/A

028 9082 8622

 Number

paula.gillespie@policeombudsman.org

 E-mail

Type of Opportunity

**Investigation Officer**

Secondment – 12 months with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of Host Organisation

The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. His statutory duty is to exercise his powers in such manner and to such extent as appears to him best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. He has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Belfast International Airport Police and the Ministry of Defence Police.

The Police Ombudsman receives and investigates complaints against the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate he makes recommendations regarding criminal and misconduct matters, in respect of which he may also publish statements and make policy recommendations. In addition to this he has a power to investigate current police policy and practice, and to publish the results of any such investigation. He provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board. In undertaking his statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.

Further information about the organisation can be found at [www.policeombudsman.org](http://www.policeombudsman.org)

 Description of opportunity

Investigation Officers are responsible for investigating a range of allegations and are responsible for recommending further action to be taken as a result. The current vacancies create an opportunity to work alongside a dedicated team dealing with a wide range of current investigations against members of the PSNI across Northern Ireland.

Successful candidates will be required to submit for security clearance at CTC level and will be required to work ‘on-call’ approximately one week in seven.

The Office fosters a hard-working, productive environment that encourages professional development and teamwork in achieving robust performance targets.

 Main objectives of the opportunity

The duties of the role include:

* Taking witness statements, interviewing, preparing casework and making recommendations for criminal and disciplinary action.
* Assessing requirements of vulnerable and intimidated witnesses and obtaining statements in accordance with achieving best evidence.
* Assessing requirements for specialist scientific support and liaise with Forensic Scientists and Scenes of Crime Officers.
* Visiting incident scenes and supervising scene management.
* Undertaking the investigation of complex cases, involving both criminal and disciplinary allegations, where directed.
* Recommending charges or other action, where appropriate based upon evidence obtained.
* Provide on-call capability to critical incidents, including times when not normally scheduled to work, e.g. nights, weekends, and public holidays.
* Preparation of high quality reports for submission to Directors or the Public Prosecution Service, Coroners, Chief Constable and Policing Board as required.
* Updating and ensuring the accuracy of computerised records.
* Liaison with other organisations and outside agencies as required.
* Any other relevant duties appropriate to the grade as may be required.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

It is essential that candidates:-

* Have a degree level qualification and a minimum of 2 years’ experience of managing criminal or other legal enforcement investigations at all stages.

OR

* Have a minimum of 4 years’ experience of managing criminal or other legal enforcement investigations at all stages.

And in addition:

* Have experience in the writing of high quality evidence based reports including recommendations.
* It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**4. Personnel: Please state below**

 Who will the individual report to?

Deputy Senior Investigation Officer

Who will be the individual’s line manager and/or reporting officer?

Deputy Senior Investigation Officer

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

The Investigation Officer role offers a unique development opportunity to contribute to the high standard of investigations carried out by the Office of the Police Ombudsman for Northern Ireland. This will entail being involved in a wide variety of often challenging investigation processes, creating a breadth of experience and opportunities for successful candidates to build on existing skills.

Those who wish to contribute to the development of high quality, citizen-centred public services, with understanding of and commitment to the fundamental principles of human rights, will find the work satisfying.

The Home Organisation will benefit from the experience gained in the diverse range of responsibilities and relationships built with staff in the Office, as well as its wide range of stakeholders.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 desk, PC, fax etc.) and funding arrangements for the opportunity.

The start date will be as soon as possible, subject to satisfactory security clearance. The secondment is for a period of 12 months with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

The post will be located at the address below:-

Office of the Police Ombudsman for Northern Ireland

New Cathedral Buildings

11 Church Street

Belfast BT1 1PG

The salary scale will be £29,317 - £31,446. Salary costs will be met by the Office of the Police Ombudsman for Northern Ireland.

Selection will be by a paper sift followed by interview of short-listed candidates.

If you require any further information about the post, please contact Paula Gillespie in the Office of the Police Ombudsman on 028 9082 8622**,** or by e-mail to paula.gillespie@policeombudsman.org.

**Closing Date:** 5.00pm on Monday 18 December 2017

**7. Endorsement**

 **Interchange Manager**

Paula Gillespie

Signed

04 December 2017

Date