



ROLE PROFILE

Job Title:	RP15508 Officer - ODG - Investigations			Grade: SG5
Business Group:	Operational Delivery Group	Department:	Various	
	Strategy & Prevention			

Role Summary:

To undertake investigations into network criminal activity affecting the UK.

Main Responsibilities:

- Participate in operations and investigations, carry out evidence and intelligence gathering and preservation in order to build knowledge of serious and organised crime and disrupt and degrade criminal capability via the use of information communications technology (ICT).
- Provide support to core investigative functions including (disclosure / exhibits / authorities / presentation of written and oral evidence).
- Ensure the quality secure handling and dissemination of intelligence, maintaining confidentiality, sensitivity and duty of care in line with SOCA policy.
- Conduct case management, and create, maintain and update departmental records, including, case files and reports.
- Deputise for Senior Officer Intervention teams (as required).
- Build good working relationships with both internal and external partners.
- Attend and represent SOCA at National and International forums.
- Conduct relevant health and safety procedures and report issues or identified risks in accordance with health and safety legislation and SOCA policy.
- Supervise staff or co-ordinate the work of a small team (as required).

NOT PROTECTIVELY MARKED

Personal Qualities/Behaviours: - (Please refer to the Personal Qualities Framework for more details).		
Working with Others	Communication	C
	Teamwork and Partnership	C
	Respect for Others	A
Achieving Results	Problem Solving	C
	Personal Accountability	C
Leadership	Strategic Thinking	D
	People Management	D
	Negotiating & Influencing	C
Making a Difference	Innovation	D
	Change	D

Entry Criteria:

A. Knowledge

- Basic understanding of information management.
- Good understanding of UK and international legislation affecting SOCA activity.
- Knowledge of disclosure / exhibits procedures.

B. Skills

- Information technology skills including proficiency in Microsoft Word and Excel.
- Analytical /data interpretation skills
- Written/drafting skills.

C. Experience

- Experience of carrying out intelligence led investigations delivering criminal justice outcomes.
- Experience of analysing information from a wide range of sources.
- Proven experience of working to timelines within a dynamic environment.

Training & Professional Qualifications

D. Essential at Entry:

E. Desirable at Entry:

- Computer Science degree/ IT professional qualification or equivalent.
- RIPA/CPIA trained.
- SOCA Operational Skills Training (SOS) Stage 1 & 2 or equivalent (**however, this training can also be provided in post**).
- SOCA Powers trained.

Security Vetting:

Required to achieve DV Clearance.

Additional Factors: This section details any additional requirements of the post that are not already outlined in this profile.

Due to the nature of the role the post holder must be willing to travel overseas.

A full UK Driving licence is desirable or a willingness to acquire this within the first six months of

appointment.

Training requirements whilst in post:

- Induction training
- Core Skills for Network Investigators
- Intelligence training **(as required)**.
- Staff Safety training **(as required)**.
- Driver training **(as required)**.
- Diversity training
- Health & Safety
- First Aid **(as required)**.
- Any other appropriate training **(as required)**.

Training requirements will be determined by Learning and Development and agreed with line management.

Training may be held at an alternative location to the post-holder's main office (as required).

Assessments

- Bi-annual medicals **(as required)**.

Other

- SOCA is a 24/7 organisation, and working patterns must support business requirements.
- Travel to sites/meetings throughout the UK and overnight stays **(as appropriate)**.

SOCA is totally committed to the principles of equality and diversity and we welcome applications from all sections of the community. All appointments will be made on merit and flexible working options will be considered.