



Job title: CAIT - DC
Grade: Constable
Role code: EPPPU509a
Status: Police

Main purpose of the role:

This JD is subject to HAY quality assurance and consultation. \n Conduct investigations into all child protection referrals, taking responsibility for the whole investigative process. Participating with Children-s Social Care and other agencies involved in Child Protection on joint investigations and multi-agency meetings.

Main responsibilities:

- Conduct all Child Abuse investigations with Children-s Social care if relevant, including suspicious deaths, allegations of offences occurring within the family, cases where the victim is now an adult and cases of organised child abuse. This will include interviewing witnesses, survivors and suspects of offences.
- Manage own case load and prepare and submit case papers in respect of investigations involving Child Abuse.
- Attend and participate in multi-agency Child Protection planning meetings including case conferences and strategy meetings taking responsibility for key decisions in the investigation process.
- Conduct video interviews of children as per the guidance contained within "Achieving Best Evidence".
- Undertake victim management in order to support the victim and adult survivors through the whole process, including giving evidence and appropriate referrals to support agencies.
- Prepare and submit high quality statements and case files.
- Give presentations and provide input for training on Child Protection matters for Essex Police and other agencies.
- Undertakes such other reasonable duties as may be required from time to time.
- Undertake such duties as reasonably required as part of the night cover, providing Detective capability across the county.

Vetting level:

Recruitment vetting req.

Necessary experience:

Need to travel county wide. Officers must be flexible, as there is a need to work some unsocial hours. Plain clothes will be worn. The post holder will need to have a thorough knowledge of child protection procedures including joint agency working i.e. "Working together", "SET procedures" and the Children-s Act 1989. Ability to work under considerable pressure and to manage personal stress is essential. Good interpersonal skills particularly the ability to communicate well with children is essential. A keen interest in working in the area of child protection with an ability to collate intelligence, deal with paedophiles as well as having an understanding of paedophile behaviour is desirable.

SKILL REQUIREMENTS Mandatory Skills (required to undertake post) PIP Level 2 SCAIDP STORM Athena

Personal qualities:

Decision Making (Practitioner)

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situation. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Openness to Change (Practitioner)

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Professionalism (Practitioner)

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Public Service (Practitioner)

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Service Delivery (Practitioner)

Understands the organisation's objectives and priorities, and how work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Working with Others (Practitioner)

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Technical skills:

Community Partnerships (Level 3)

Work with the community partners and other agencies to solve community problems in accordance with the relevant legislation policy procedures and partnership agreements. Example: Take positive steps to develop and maintain your awareness of community issues. Respond positively to community members who identify problems. Record and take appropriate action to deal with the issues raised. Obtain information and intelligence from the community, partners and other agencies. Use analysis of information and intelligence to identify the causes and effects of the problems. Develop partnership solutions, in consultation with the community and other agencies. Take action to implement solutions, with the assistance of police

departments and partners, having obtained the appropriate authority. Continually monitor the effectiveness of the partnership strategy. Provide feedback to appropriate police personnel and partners.

Crime Investigation (Level 3)

Able to identify offences and offenders. Able to conduct street identifications. Completes routine interviews to determine and establish events and identify potential witnesses. Plans and prepares further actions. Has an awareness of other agencies and the assistance they can give in providing information and/or assistance with the investigation. Collates all relevant information into appropriate written form, providing reports of a sufficient clarity and quality to enable the evidence contained to be used to further the investigation. Able to gather or preserve any physical evidence at the scene. Able to investigate basic intelligence/information gained in order to validate it where necessary and/or prepare further work from it.

Forensic - Crime Scene Management (Level 3)

Has a working knowledge of the preservation of evidence and practical experience in identifying scene parameters and securing crime scenes. Aware of the method of establishing and clearing a common approach path. Possesses a basic knowledge of the concepts of forensic evidence and the technical aids available within Force. Understands issues relating to scene contamination and can take practical steps to avoid it.

Health & Safety (Level 3)

Has a basic understanding of Health and Safety issues affecting the current role and working environment. Takes responsibility for personal safety and the safety of others. Aware of hazards and reports problems identified to line manager. Understands and minimises the physical risk of injury through the use of proper manual handling procedures.

Information Gathering & Analysis (Level 4)

Is able to identify reliable and appropriate sources of information and select methods of gathering information which are efficient and effective. Has a working knowledge of legislation and policy relevant to the collection, recording, storage and distribution of information.

Information Management & Technology (Level 4)

Can conduct basic computer searches and can correctly interpret data generated. Can create and amend records, according to role requirement. Knows established rules and protocols. Understands impact of data quality, and is self-monitoring on data quality issues.

Inspection (Level 3)

Is able to undertake testing of systems for compliance, using predetermined frameworks. Can report findings accurately and in the required format. Is able to conduct routine interviews on the subject under review.

Know. of Leg. & Procedure-Spec Const (Level 4)

Has a sound understanding of all legislation as mentioned above. Shows a sound working knowledge of policies and procedures relevant to the current role. Able to apply this knowledge and offer advice to colleagues as necessary.

Mgmt of Police Information (MOPI) (Level 3)

Complies with Kent Police information management strategy. Complies with all relevant security policies and systems operating procedures relating to standard office products and force wide systems e.g. Word, Excel and intranet packages. Has successfully completed all standard relevant MOPI training package(s). Accurate use of Government Protective Marking Scheme. Complies with force clear desk policy. Stores files in appropriate secure storage. Maintains appropriate security levels relevant to the location and type of accommodation. Adheres to all Data Protection requirements.

Research Techniques (Level 3)

Conducts basic research work, usually with a relatively narrow focus and is able to find out all the required relevant information or data for the task set. Can present findings in a logical and easily understood manner.

Risk Management (Level 3)

Demonstrates an awareness of personal risk management issues, challenges or difficulties likely to affect the post holder in the execution of their duties. Able to anticipate risks likely to affect their work and knows how to communicate the likelihood and possible impacts of such events to line managers or supervisors.

Training (Level 3)

Able to present and convey ideas and new/ revised procedures, on a one to one or group basis, to a logical and well structured plan. Aware of a variety of training techniques, tools and principles.

Victim Support (Level 4)

Good working knowledge of victim support techniques both internal and external to the organisation. Able to support victims and other interested parties during an investigation which may lead to a court case. Able to act as an advisor for other staff on support services available.

Vulnerable Victims (Level 4)

Has a sound understanding of the legal and procedural issues surrounding all vulnerable victims and is able to advise others. Familiar with procedure with regard to children taken into police protection. Has knowledge of the work of officers of the Social Services, NSPCC and other voluntary agencies in providing on-going support and care for all victims. Demonstrates the ability to successfully gain evidence and bring a case to Court.

National Occupational Standards: