Investigators

£33,106 – £40,619

Aston Area, Intelligence Section of the England Illegal Money Lending Team

Working 36.5 hours per week

An exciting opportunity has arisen to work for a National Team based within Birmingham City Council. The England Illegal Money Lending Team tackles loan sharking activity across the country.

As an investigator within the Intelligence Section of the team you will have previous experience of undertaking complex and specialised investigations.

You will be required to work outside normal working hours, work away from home (including overnight and occasional weekends) and taking responsibility for transferring the telephone hotline during evenings.

You will need excellent communication skills, be a team player who is able to work with a range of partners, and be able to plan and carry out your own workload. The successful applicant must also be flexible, able to work under pressure and have experience of investigating or coordinating complex matters. You should also hold a full driving licence.

Knowledge of intelligence based systems would be advantageous.

For an informal discussion please contact Jenny Mainwaring on 0121 464 4610.

Ref: PL0662017

Closing date: Wednesday 1st March 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
PLACE DIRECTORATE

JOB DESCRIPTION

Job Title: Investigator
(Illegal Money Lending Team)

Section: Trading Standards

Department: Regulation and Enforcement

Date Job Description Prepared: MARCH 2013

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1. JOB PURPOSE

Under the general direction of the appropriate Manager to enforce delegated legislation and other related duties as required across all regions of England.

2. RELATIONSHIPS

Directly responsible to the Senior Investigator or Principal Officer as may be determined from time to time.

Responsible for leading investigations and the associated supervision of officers, enforcement and others as may be assigned to the post holder.

3. CONTACTS

Representatives of trade and industry, members of the public, representatives of the media, Government Departments, Local Authorities, voluntary agencies, police and other bodies.

4. SPECIAL/PHYSICAL CONDITIONS

Out of normal office hours, working will be required, including evenings and weekends, overnights stays and travelling across all regions within England.

The post holder will be required to participate on a rota for out of hours telephone cover and associated duties; payment will be made through the contract of employment.
The post holder will be required to be suitably experienced and qualified to discharge all tasks and duties associated with the post.

5. **DUTIES AND RESPONSIBILITIES**
(A description of the duties and responsibilities of the post in non-technical language so far as it is practicable).

5.1 To effectively and efficiently carry out criminal investigations in respect of criminal offences in accordance with CPIA, PACE, RIPA and all associated legislation, guidance and policies and procedures.

5.2 To provide first line advice, through the hot line to potential victims of loan sharks, obtaining information and intelligence, and providing support and reassurance throughout, and participate in all activities from receipt of initial call/referral right through to giving evidence in court and provision of witness support throughout.

5.3 To be responsible for the efficient discharge of the City Council’s statutory responsibilities under legislation delegated to the Trading Standards function and such other legislation as may be assigned from time to time.

5.4 To carry out effective investigation, intelligence gathering and surveillance expertise, to facilitate the investigation of criminal activity.

5.5 To fulfill investigations in connection with serious or complex offences and to prepare reports for both legal proceedings and Committees and other bodies as determined.

5.6 To contribute to the Financial Inclusion Agenda through close working with Support Intelligence Partnership Officers, advice to witnesses and victims when appropriate and maximising opportunities to promote financial inclusion through partners etc.

5.7 To record and contribute to performance statistics and other management information as may be required.

5.8 To comply with all Council and Departmental procedures relating to customer care, data protection, access to information, health and safety and staff conduct and behavior.

5.9 To comply with the Council’s Standing Orders and Financial Regulations

5.10 To be cognisant of, and ensure that the requirements of the internal quality management system are adhered to and ensure
that other responsibilities allocated by virtue of the procedures are carried out.

5.11 Maintain relevant records, data and statistics, utilising computer systems where appropriate.

5.12 To be responsible for Health & Safety requirements in respect of duties undertaken by the post holder and any staff under their control.

5.13 To carry out such other duties commensurate with the grading of the post as may be allocated from time to time.

6.0 EQUALITY/DIVERSITY

6.1 Adhere to, and implement, the City Council’s Policy on Equality of Opportunity.

7.0 SUSTAINABILITY

7.1 Contribute to the City Council’s Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

8.0 HEALTH & SAFETY

8.1 Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY WILL BE REQUIRED

Compiled by: Tony Quigley On: March 2013
Reviewed
### Person Specification

**Post:** Investigator  
**Grade:** GR5  
*(Illegal Money Lending Team - IMLT)*  
**Division:** Regulatory Services  
**Section:** IMLT

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Conducting complex investigations and experience of working in specialist areas of criminal investigations.  
Experience of Interviewing suspects.  
Experience of giving evidence at Court  
Experience of dealing with the public face to face  
Experience of writing Statements and reports to a high standard.  
Experience in using computer systems | AF  
AF  
AF  
AF  
AF |
| **Experience**  
(Relevant work and other experience) | Good standard of verbal and written communication skills.  
Ability to work under pressure, to meet targets and deadlines, on own initiative and organise and prioritise own workload  
Ability to provide support to other officers to enable team to reach objectives | AF/I  
AF/I  
AF/I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | | |
Able to produce consistent high quality work
Understanding and commitment to the needs of a multicultural society and the effects of equal opportunities on service delivery.
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**
Awareness of legislative provisions that direct investigations.

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<th>Training</th>
<th>Extensive training and experience in the provisions and enforcement of legislation</th>
<th>AF/I</th>
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<td>Other</td>
<td>Full driving licence. Vehicles owned or leased by the council, including automatics, are available if required</td>
<td>AF/I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.