

## Job Description

<b>A - Post Details</b>	
Job Title: Police Staff Investigator	Grade: A006
Department: Crime	Division: A
Reports to: Local Police Inspector	Posting Type: Fixed Term
Level of Vetting: Recruit Vetting	Numbers in Post: TBC
Welsh language required No	
<b>B - Purpose of the Post</b>	
<p><b>The Investigator role within the British Transport Police (BTP) Crime command is designed to support the effective investigation of Tier 2 offences, primarily more serious crimes, which are suitable for management by a PIP 2 accredited investigator.</b></p> <p><b>Operating within a dynamic and high-demand environment, the postholder will be responsible for conducting proportionate, thorough, and timely investigations, ensuring all reasonable lines of enquiry are pursued in compliance with the Police and Criminal Evidence Act (PACE), the Criminal Procedure and Investigations Act (CPIA), BTP policies, and College of Policing guidance.</b></p> <p><b>In carrying out their duties, the investigator will work collaboratively with colleagues and wider policing teams by sharing relevant suspect images and intelligence to support ongoing enquiries. Where suspects are identified, the role requires the preparation of structured and comprehensive handover packages to the appropriate sector or investigative hub, ensuring continuity of investigation, reducing opportunities for reoffending, and safeguarding against cases reaching statutory time limits. In circumstances where all reasonable lines of enquiry have been exhausted without identifying a suspect, the investigator will ensure investigations are fully documented, evidentially sound, and submitted for supervisory review and appropriate closure.</b></p> <p><b>The postholder will also be responsible for fulfilling all obligations under the Victims' Code of Practice (VCOP), maintaining consistent and appropriate communication with victims to ensure they are informed and supported throughout the investigative process. While the primary focus of the role is on more serious Tier 2 crimes within the Crime Command remit, there may be occasions where an investigator could be required to take on investigations outside the standard remit of the role, particularly where there is an elevated risk of harm, a significant public safety concern, or potential reputational impact for the organisation, however all enquiries will be suitable for progression by at least a PIP1 investigator.</b></p>	
<b>C - Dimensions of the Post</b>	

**Financial – Direct or Non-Direct**

No direct financial responsibilities

**Staff Responsibilities – Direct or Non-Direct**

No direct or non-direct staff responsibilities

## D - Principal Accountabilities

- Collect, record, and evaluate material, intelligence, and evidence from a range of sources (e.g. victims, witnesses, suspects, reports, and intelligence systems), ensuring evidential integrity, continuity, and admissibility.
- Plan, prioritise, and manage investigative activity in line with risk, harm, proportionality, and available resources, pursuing all reasonable lines of enquiry in accordance with PACE, CPIA, and relevant organisational guidance.
- Interview victims and witnesses using appropriate, lawful techniques to obtain accurate and reliable accounts.
- Identify and respond to safeguarding concerns (including vulnerable victims), complete risk assessments, and implement appropriate support plans while maintaining a consistent, victim focused service in line with VCOP requirements.
- Assess information and evidence to identify suspects, generate investigative opportunities, and support effective decision-making.
- Liaise with colleagues, supervisors, and partner agencies to develop lines of enquiry and convert information into actionable intelligence and evidence.
- Handle, retain, and disclose property, exhibits, and unused material in compliance with legislation, policy, and disclosure obligations.
- Advance investigations promptly to maximise evidential opportunities, support early suspect identification, and enable timely enforcement action.
- Share relevant suspect information (e.g. images, intelligence) and, where suspects are identified, prepare structured handover files to ensure continuity and reduce risk.
- Ensure investigations are appropriately documented, with clear rationale for outcomes, including preparation for handover or supervisory closure where no suspect is identified.
- Undertake investigations outside core remit when required to address risk, protect the public, or manage reputational impact.

## E Decision Making

- Planning and prioritising investigative activity, determining proportionate investigative actions in line with policy and law
- Conducting risk assessments and safeguarding interventions
- Managing evidential and investigative risk

## F Contact with Others

- Line managers, local officers, and policing command structures
- Victims of crime and witnesses
- External partners and agencies, including other police forces, local authorities, social services, youth justice services, HM Prison and Probation Service, and relevant government or transport stakeholders

## G Essential Criteria

### Qualifications and Training:

- PIP 2 accredited investigator

### Experience:

- Demonstrable experience of conducting criminal investigations utilising PACE and CPIA
- Demonstrable experience of complex information gathering and problem solving.
- A detailed understanding of the criminal justice system. Knowledge and understanding of applicable College Guidance

### Skills:

- Effective written and verbal communication skills, with the ability to adapt approach to meet the needs of diverse individuals
- IT literacy, including the use of investigative systems and databases
- Ability to analyse complex information and determine appropriate investigative action
- Strong team-working skills with the ability to support shared objectives
- Ability to prioritise workload, manage time effectively, and reflect on personal performance
- Ability to build and maintain professional working relationships with colleagues and partners
- Ability to produce clear, accurate, and well-structured reports

Knowledge:

- Sound knowledge of the legal and procedural requirements for conducting PACE-compliant criminal investigations, including the rights of suspects and the handling of evidence.
- Working knowledge of the Criminal Procedure and Investigations Act 1996 (CPIA), including principles of disclosure, material handling, and investigator responsibilities.

Desirable criteria:

- Previous experience of working in a similar role.
- Previous experience of the NICHE crime recording system

### H Additional Information

- Staff are expected to work primarily from their assigned station to support operational delivery and local integration.
- Regular progress updates must be provided to supervisory officers as required.

**For Panel to complete only:**

**Panel Approval: Pauline Okirie**

**Date: 09/06/2026**