



# Role Profile

| Role Profile Part 1               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                |
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| <b>Role title</b>                 | <b>Investigator Development &amp; Portfolio Assessor (IDPA)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Grade/Rank</b>         | SO1            |
| <b>Dept/Area</b>                  | Criminal Justice – Investigation Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Vetting Level</b>      | Standard (PSI) |
| <b>Responsible to</b>             | Investigation Workforce Development Team Sergeant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Staff line managed</b> | N/A            |
| <b>Reviewed by (Line Manager)</b> | Inspector Andy White (21815)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date</b>               | 27/11/2024     |
| <b>Purpose of Job</b>             | <p>Working within their own area of subject matter expertise, assessors make objective assessments of the competence or performance of others in the workplace, providing feedback to the person being assessed and/or to others depending on the context.</p> <p>The Investigator Development and Portfolio Assessor will monitor and assess the competencies, values, and overall professional development of student officers on the PIP2 pathway, ensuring that officers meet their learning milestones, complete their portfolios within the designated timeframes, and successfully attain accreditation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |                |
| <b>Key Accountabilities</b>       | <ol style="list-style-type: none"> <li>1. Deliver continuous assessment, support, and evaluation of students throughout their PIP2 pathway by conducting regular face-to-face visits and progress reviews. This includes assessing performance and competencies through a range of methods, such as reviewing personal statements (reflective journals), evaluating work submissions, conducting candidate interviews, assessing expert witness testimonies, and performing direct observations. Ensuring students meet the accreditation criteria for Independent Patrol Status (IPS) and attain Full Operational Competence (FOC).</li> <li>2. Manage the scheduling of assessments, managing timelines, operational demands, and availability to meet quality assurance requirements.</li> <li>3. Offer specialist advice and guidance to students, coaches, and leadership teams on accreditation requirements, ensuring alignment with the standards set by the Force and the College of Policing.</li> <li>4. Ensure that each student is supported by a qualified and competent PIP2 tutor. Address any concerns by engaging with management, the Investigation Workforce Development Team (IWDT), and the Force Accreditation Unit (FAU) as necessary.</li> <li>5. Collaborate with Investigation Teams, applying expertise in PIP1 and PIP2 investigations to identify opportunities and</li> </ol> |                           |                |



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contacts that will assist students in gathering additional evidence, such as through warrants, VRIs, and community engagement. These efforts are aimed at supporting students' development and portfolio completion.

6. Work in partnership with the Investigation Student Support Coordinators (ISSC), Investigation Workforce Development Team (IWDT), and Professional Development Assessment Team (PDAT) to foster the vocational development and well-being of officers progressing through the PIP2 pathway.
7. Identify individual development needs and create personalised development plans to facilitate high performance and professional growth.
8. Maintain regular communication with relevant Sergeants and Senior Leadership Teams to provide updates on student progress, promptly address development needs, and advise on the use of the Individual Development Process (IDP) when appropriate.
9. Ensure all relevant records are accurate and up to date across systems, including those related to portfolios, students, tutors, assessment processes, and developmental needs. Facilitate transparency in Assessor activities, ensuring compliance with both internal and external quality assurance standards.
10. Manage Assessment Appeals in a fair and consistent manner, escalating issues to the Force Accreditation Unit (FAU) when necessary. This ensures the integrity and reputation of the assessment process are upheld.
11. Attend standardisation meetings, with the Force IQAs and other assessors, to ensure a consistently high quality of assessment. Attend all relevant meetings, initial training inputs / transition training in relation to the students and their development, ensuring relevant information is provided or obtained.
12. To give regular and effective service

Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.



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## Additional Requirements

All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.

- Deliver Onefile training to students and tutors (if training lack the capacity).
- Assist (where necessary,) with the recruitment process of Police Staff Investigators / Police Officers.
- Ensure that all student officers are treated fairly and ethically, according to their needs and where necessary provide advice on any special measures to assist with their development.
- If qualified, assist with Quality Assurance (IQA) (where required).
- Ensure that CPD for own PIP2 qualification is completed.
- The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required.
- There will be a requirement to work shifts, including weekends and bank holidays. Short notice shift changes may occur for which the appropriate recompense will be paid
- Role holders should be aware that this role requires working unsociable hours, for which the appropriate allowances will be paid.



# Role Profile

| Role Profile Part 2                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CVF Recruitment Competencies and Level | <a href="#">We are Emotionally Aware</a> Level 2<br><a href="#">We Take Ownership</a> Level 2<br><a href="#">We Analyse Critically</a> Level 2<br><a href="#">Integrity</a><br><a href="#">Impartiality</a><br><a href="#">Public Service</a><br><a href="#">Transparency</a>                                                                                                                                                                                                                                                                                                                                                                                 |
| Education/Qualifications               | <p>Essential:</p> <ul style="list-style-type: none"> <li>Educated to QCF Level 3, A Level OR work experience deemed to have brought the role holder to a comparable level.</li> <li>PIP2 accredited</li> <li>Operational competence in the area of work that is being assessed.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Assessor qualification (or willing to complete relevant training).</li> <li>Competent and operating within the Police Sector Standard for the Training of Assessors ('Assessor Standard').</li> <li>Good knowledge and understanding of the Policing Education Qualification Framework (PEQF).</li> </ul> |
| Experience and Skills                  | <p>Essential:</p> <ul style="list-style-type: none"> <li>To be an operationally competent PIP2 Investigator with at least 12 months experience.</li> <li>Applies the principles of work-based assessment in creating an assessment plan and selecting the appropriate assessment method.</li> <li>Skilled in evaluating a range of different types and sources of evidence to draw objective, unbiased evaluations and insights.</li> <li>Skilled in communicating assessment decisions, and in giving advice on personal development planning.</li> </ul>                                                                                                    |



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|  | <ul style="list-style-type: none"><li>• Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</li><li>• Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.</li><li>• Able to appropriately prioritise and plan own work.</li><li>• Able to review own performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Qualified Tutor</li><li>• OneFile trained</li><li>• Working knowledge of old and new PIP2 portfolio</li><li>• Recruitment Process training (or willing to complete)</li></ul> |              |                 |
|  | Approved by People Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Hannah Davis | Date 02/12/2024 |

# Role Profile

## Role Profile Part 3

|                                                   |                                                                                                                                       |          |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|
| Competencies                                      | All roles are expected to know, understand and act within the ethics and values of the Police Service.                                |          |
|                                                   | Resolute, compassionate and committed                                                                                                 |          |
|                                                   | <a href="#">We are Emotionally Aware</a>                                                                                              | Level #2 |
|                                                   | <a href="#">We Take Ownership</a>                                                                                                     | Level #2 |
|                                                   | Inclusive, enabling and visionary leadership                                                                                          |          |
|                                                   | <a href="#">We are collaborative</a>                                                                                                  | Level #1 |
|                                                   | <a href="#">We Deliver, Support and Inspire</a>                                                                                       | Level #2 |
|                                                   | Intelligent, creative and informed policing                                                                                           |          |
|                                                   | <a href="#">We Analyse Critically</a>                                                                                                 | Level #2 |
|                                                   | <a href="#">We are Innovative and Open Minded</a>                                                                                     | Level #2 |
| Underpinning Values                               | <a href="#">Impartiality</a>                                                                                                          |          |
|                                                   | <a href="#">Integrity</a>                                                                                                             |          |
|                                                   | <a href="#">Public Service</a>                                                                                                        |          |
|                                                   | <a href="#">Transparency</a>                                                                                                          |          |
| Initial Development Skills for new to role period | All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required |          |
| Continuing Professional Development               | Courses and Conferences should be attended to benefit professional learning and development.                                          |          |

