



LAW ENFORCEMENT

ECONOMIC CRIME / CYBER INVESTIGATOR

GBA GRADE 3 / POLICE CONSTABLE SCALE 003-011

JOB DESCRIPTION

JOB SUMMARY:

The post holder will work as part of a team of investigators and support staff within the Economic Crime Division (ECD) of Bailiwick Law Enforcement. The ECD comprises of two teams; the Financial Criminal Team (FCT) which is responsible for the investigation of money laundering offences, financial and economic crime and non-conviction based forfeiture which deals with asset recovery, both criminal and non-conviction based, and requests for assistance from foreign judicial authorities in criminal matters.

The post holder will ensure their actions support the Bailiwick Financial Crime Strategy and Law Enforcement Service Delivery Plan and address the National Risk Assessment whilst adhering to the FATF¹ 40 recommendations and other relevant international standards.

A core requirement of the role is to share best practice on financial investigation and build cases within Bailiwick Law Enforcement, regionally and nationally to aid collaboration and to promote the use of financial investigation practices in mainstream investigations where appropriate, alongside the continuous improvement in policing.

The post holder whilst deployed to a specific team, will be expected to gain experience across both ECD teams and develop a clear understanding of the management and development of financial intelligence, including that resulting from the suspicious activity reporting regime.

Some off-Island travel for training and liaison with investigative partners may be required.

The post holder will be subject of a 6-month probationary period and will be required to fulfil the position of "B" Special Constable.

GOVERNANCE RESPONSIBILITIES / RELATIONSHIPS:

Post holders will report to the ECD supervisors in the relevant team.

The candidate will be required to foster effective relationships across Law Enforcement and with external agencies such as the Guernsey Financial Services Commission, Financial Intelligence Service, Law Officers of the Crown, local legal and financial services businesses and commercial entities.

Liaison with UK and international law enforcement partners and members of the general public will also be required.

MAIN DUTIES AND RESPONSIBILITIES:

- Identify and plan own investigative actions needed to pursue those suspected of involvement in economic crime, taking into account resources, priorities, and proportionality to achieve investigatory objectives.
- Collect and gather material, intelligence from a range of sources with a view to identifying and developing cases for criminal investigation or asset restraint, record and retain evidence in a format that is evidentially admissible to support the investigative process.
- To act as agents of the Bailiwicks Competent Authority, for the investigation and process of all Mutual Legal Assistance requests to the Bailiwick. This will involve the obtaining and service of coercive orders, provision of evidence and witness statements and Criminal Restraint of assets held within the jurisdiction.
- Where relevant provide appropriate support to protect victims during an investigation, through the formulation of a victim strategy, working with the Victim Support Services to ensure the wellbeing of victim(s), and mitigating against future susceptibility to economic crime.
- To support the ECD team activities through the application of forensic and eDiscovery software and hardware such as, but not limited to, EnCase, XRY, FTK, NUIX, etc as part of investigative and eDiscovery strategies.
- Where appropriate, to take part in (or advise on) conduct of searches to ensure optimum levels of data recovery and integrity of evidence; to assist in the preparation for interviews with suspects and witnesses and to attend Court as required.
- To assist in the research and implementation of future developmental changes in cyber requirements of the ECD to help promote or improve the effectiveness of the ECD.
- To be responsible for and maintain the Nuix eDiscovery analysis software tool and its server components.

- Work with partner agencies, specialists and managers to harness specialist capabilities to maximise the effectiveness of the investigation.
- To comply with appropriate standards of conduct, integrity and professionalism and to actively demonstrate the use of best practice in observing the rights and obligations relating to Human Rights, Data Protection and Regulation of Investigatory Powers Law.
- Manage materials including exhibits and prepare reports on the outcome of investigations to build and manage case files and fulfilling disclosure requirements to comply with relevant legislation and policy.
- To enter data into databases accurately and promptly and to maintain records and statistical data relevant to own work area/Divisional requirements and comply with reporting requirements.
- To liaise with the media and utilise social media as appropriate in the furtherance of investigations.
- Provide advice and support to colleagues, both nationally and internationally, to progress ongoing economic crime investigations or asset seizure activities.
- To undertake continuous professional development regarding good practice the functions relevant to the role.

KEY CRITERIA:

ESSENTIAL

1. A proven investigative background with an ability to undertake complex financial or cyber related investigations; able to plan own work and plan ahead, as well as identify and mitigate risks to delivery.
2. A sound understanding of proactive targeting techniques, covert, intelligence and analytical techniques accessible to Law Enforcement in the furtherance of financial or cyber related investigations.
3. Sound knowledge of relevant legislation, policy and best practice guidance, including the National Decision Model and National Intelligence Model, PPACE and RiPL with the ability to put them into practice.
4. Be proficient (or prepared to train) in the use of forensic or eDiscovery software such as:
 - EnCase
 - FTK
 - XRY
 - Nuix, amongst other tools

5. Possess excellent communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences.
6. Ability to produce comprehensive and technical written reports to a high standard.
7. A high standard of numeracy and skilled in the use of IT packages, systems and/or databases to fulfil role requirements. Experience of extracting and/or analysing data with the ability to identify...
8. Self-motivated and well organised with a methodical and analytical approach to problem solving with an ability to work in a structured manner with complex and volume information, often under pressure.
9. Willingness and ability to adapt to and effect change within their sphere of influence.
10. Able to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required and prepared to work unsociable hours as required.

DESIRABLE

11. Experience/knowledge of financial services and products, or knowledge/experience of a cyber / computer nature, supported by professional or industry recognised qualifications.

QUALIFICATIONS/SKILLS:

Preferred on Entry: Professionalising Investigation Programme (PIP) Level 2 or equivalent investigative training / experience

Current driving licence

Undertaken within Post: NCA Financial Investigation Course and maintain accreditation
 Money laundering Investigation Course
 Finance related training / qualifications
 Mandatory MLE packages

Core and intermediate skills courses in the following:

- EnCase
- FTK
- XRY
- Nuix, amongst other tools

KEY COMPETENCIES / BEHAVIOURS:

All roles are expected to know, understand and act within the ethics and values of the Standards of Professional Conduct relevant to their conditions of employment.

On appointment, the post holder should be operating at or working towards Level 1 of the States of Guernsey Competency Framework, progressing to Level 3 with service.

OTHER

Vetting Levels:	(Home Affairs Level 2)
Warrant Status:	Warranted position
Post Review:	(Police / GBA 5 years subject to policy)