

Job Profile

Trading Standards Financial Investigator

Grade: 10

About the Job

The post holder is the operational leader within the Service with respect to legislation concerned with the recovery and investigations of proceeds of crime. The post holder will be expected to undertake their duties for other Local Authorities as required. Whilst proceeds of crime work takes priority, the post holder will be involved in other operational areas of the Service's work as required.

This is what we need you to do...

- To undertake continued professional development in relation to key processes and legislation applicable to the Service including criminal legislation, civil law in relation to the supply of goods and services, criminal law practice and court procedures.
- To provide advice and guidance to colleagues when required, including answering queries, assisting with case progression delivering talks on specialist subjects, and assist with the training of other staff.
- To prepare written advice and give guidance to traders in respect of criminal and civil law obligations.
- To investigate criminal law breaches, to prepare reports in consideration of legal proceedings, to produce evidence in an admissible format and attend Court to give evidence as required.
- To ensure that all records regarding premises, evidence and intelligence are accurate and up to date and that data is managed in accordance information management policies.
- To have responsibility for preparing, undertaking, and managing the service's financial investigations up to and including legal proceedings.
- To enforce all legislation relevant to financial and money laundering investigations.
- To evaluate evidence in criminal investigations to establish suitability for proceeds of crime investigation.
- To prepare and obtain production orders, customer information
- Liaise with, and refer relevant matters to, partner agencies and share information on behalf of the Service where it is legal, necessary, and proportionate to do so.
- To be responsible for the health and safety of others when performing duties.
- To understand and apply the principles of the Regulation of Investigatory Powers Act in relation to covert surveillance activities.
- To carry out any other duties required from time to time which are commensurate with the post holder's responsibilities.

Special Conditions

- Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.
- The position is subject to Non-Police Personnel vetting (NPPV) to level 3.
- The Post holder must have relevant accreditation with the National Crime Agency to conduct confiscation investigations.
- The post holder must have accreditation to apply for relevant orders under the Proceeds of Crime Act 2002.
- The position includes some periods of lone working as well as some requirement to work in cold and/or dirty environments.
- The position may involve some 'out of hours' working.
- You need to have access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK.

- orders and account monitoring orders from the Crown Court
- To maintain accreditation in accordance with the National Crime Agency's requirements.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of engaging with people from different backgrounds.
- Experience of working alone and as part of a team.
- Experience of managing projects and/or teams.
- Experience of interpreting and applying guidance and/or legal requirements to areas of work.

Knowledge, Skills and Understanding

- Excellent communication skills.
- Ability to assess and react to complex situations and suggest necessary, legal, and proportionate response.
- Ability to learn new areas of Trading Standards legislation and apply learning to simple and complex enquiries.
- Understanding of the requirements of working with confidential information.
- Attention to detail and the ability to present work in a concise and effective manner.
- Understanding of intelligence sharing models such as the Intelligence Operating Model.
- Ability to manage customer expectations.

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Self-motivated, able to work alone or with others, take instruction and show initiative.
- Willing to question what we do and how we do it and put forward ideas to improve efficiency and effectiveness.
- Self-motivated, able to work alone or with others, take instruction and show initiative.
- Organised with attention to detail and able to work to deadlines.
- Able to remain calm in confrontational situations.

Education & Qualifications

Essential

- Five GCSE passes including English and Mathematics to Grade 4 (Grade C), or equivalent.
- A relevant degree and/or work experience in a regulatory/law enforcement environment.
- The Post holder must have relevant accreditation with the National Crime Agency to conduct confiscation investigations.
- The post holder must have accreditation to apply for relevant orders under the Proceeds of Crime Act 2002 and relevant training and authorisation for Parts 2, 8 and Section 16.
- Accreditation to conduct cash seizures under the Proceeds of Crime Act.

Desirable

- Authorised for Civil Recovery in Summary Proceedings.