

Role Profile

Role Profile Part 1			
Role title	NWCU Investigative Support Officer	Grade/Rank	PO1
Dept/Area	NWCU	Vetting Level	MV
Responsible to	NWCU Deputy Head of Unit	Staff line managed	N/A
Reviewed by (Line Manager)	Sue Eddy	Date	09.04.25
Purpose of Job	To support wildlife crime investigation and operations across the United Kingdom.		
Key Accountabilities	1. To analyse intelligence, evidence, information, incidents and crimes using a structured mental reasoning process and to deliver intelligence and investigation work in line with the National Wildlife Crime Unit (NWCU) strategy. 2. To build, maintain, utilise and expand a substantial national and international network of contacts to facilitate the role. 3. To develop, maintain and participate in effective, high level partnership working. 4. Support the Priority Delivery Group (PDG), promote prevention of wildlife crime and improve investigation. 5. To promote the unit and ensure police forces in the UK have access to the services of the unit. 6. To assist in the development and assessment WCO's knowledge of wildlife crime. 7. To support other law enforcement agencies including on operations where appropriate both national and internationally. 8. Prepare and deliver at all levels high quality case files and reports for submission to law enforcement agencies. To provide evidence in courts, and evidence for criminal prosecution process. Attendance at court will be required. 9. Gather, develop and use intelligence and crime data effectively to support the NWCU and National objectives. 10. 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. NWCU 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. NWCU is based in Stirling, Scotland and is hosted by ACRO which is part of Hampshire and Isle of Wight Constabulary (HIOWC). NWCU staff are employed as police staff under HIOWC terms and conditions with supplementary NWCU/ACRO procedures and guidance.		

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Additional Requirements

Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.

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.

The role holder may be required to visit various locations across the UK and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required.

The role holder must further be able to meet travel requirements so therefore possess a valid passport for travel outside of the UK. There will be a requirement, on occasion, for staff members to travel nationally and there may be the opportunity to travel internationally. This may involve staying away from home for which appropriate allowances will be paid.

The role holder will be expected to attend court across the UK.

An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role.

Keep up to date with changes in legislation, local procedures and/or policies that affect working practices and the use of police databases or systems (including European or International requirements where appropriate).

May be asked to carry out fire warden duties to meet required standards if required.

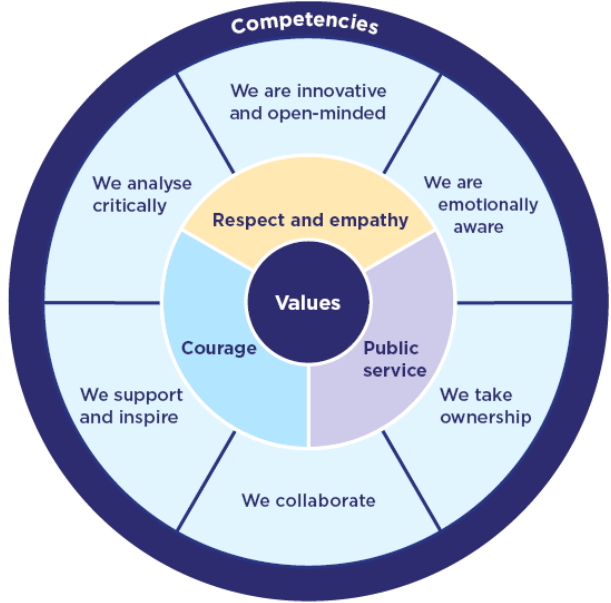
On occasion there may be the need to work unsocial hours and be flexible in order to meet constantly changing business needs.

All role holders will be expected to attend and successfully complete various in-house and national courses and any other role specific training as required to maintain a professional development portfolio.

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Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 2 We Take Ownership Level 2 We Collaborate Level 2 We Support and Inspire Level 2 We Analyse Critically Level 2 We are Innovative and Open Minded Level 2 Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: Educated to QCF level 5 OR work experience deemed to have brought the role holder to a comparable level. Desirable: N/S		
Experience and Skills	Essential: Substantial working knowledge of applying UK wildlife crime law Experience on leading and managing investigations, including interviewing suspects and casefile preparation. Experience of delivering evidence in court. Operational knowledge of the UK Priority delivery groups objectives. Proven ability to foster and maintain, successful partnerships. To be computer literate and competent keyboard user. Desirable: Recent work experience in the police or investigative service.		
Approved by People Services	Natalie Ladd	Date	07.05.25

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.		
	We are Emotionally Aware	Level 2	
	We Take Ownership	Level 2	
	We Collaborate	Level 2	
	We Support and Inspire	Level 2	
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 2	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
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.		