

Job Title **Investigations Officer**
Grade 8

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing.

People Services are also responsible for the development and delivery of

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the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, developing skills for now and the future, and developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

About the Role

As an independent and professional investigator, you will undertake investigations into all matters relating to employment which could include disciplinary, grievance, bullying and harassment and whistleblowing processes, as well as any other matters which may require an investigation in Staffordshire County Council.

You will ensure that they are progressed and completed in a professional, timely and appropriate manner, having regard to SCC policies and processes and ACAS guidance, whilst engaging with key stakeholders regarding the progression of the investigation process. You will also escalate and advise, at the earliest opportunity, of any issues which require additional actions to be taken outside of the agreed processes within your remit.

Investigations may be complex and sensitive and may be looking into professional practice of employees such as social workers or teachers. This may mean exposure to sensitive information. Full support will be given.

Reporting Relationships

Responsible to: People Operations Manager

Responsible for: No direct reports

Key Accountabilities:

1. From the agreed Terms of Reference set by the Deciding Manager, develop, communicate and follow investigation plans with clear objectives and timelines to ensure timely resolution.

2. Identify, source, collate and analyse all relevant evidence whether interview-based or documentary to provide a recommendation as to whether there is a case to answer in respect of the allegations or issues detailed in the Terms of Reference.
3. Conduct sensitive, timely and appropriate interviews with relevant parties to obtain detailed and accurate accounts which are relevant to the allegations or issues raised in the Terms of Reference.
4. Remain aware of, and escalate or address, any conflicts of interest which may arise at the outset of or during each investigation to ensure impartiality and integrity of the process.
5. Collaborate with business representatives, People Operations and legal representatives, where necessary, to ensure investigations are thorough and compliant.
6. Ensure compliance with People Services policies and processes as well as ACAS guidance and legal advice (where relevant) throughout the investigation process.
7. Produce high quality probative investigation reports with a clear, concise and structured assessment of the methodology used and evidence collected during the investigation process, drawing conclusions as to whether there is a case to be answered to the Deciding Manager.
8. Present findings to People Services and senior management to facilitate informed decision-making, undertaking further investigative work where requested.
9. Where relevant or requested, provide summary recommendations to management and People Services related to issues or improvements required outside of formal People processes, where the Investigation has highlighted a need for these.
10. Maintain confidentiality and conform to Staffordshire County Council Information Governance procedures at all times to protect the integrity of the investigation, involved parties and the data collected.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally and possibly regionally.

This post has no political restrictions.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.






The content of this Job Description and Person Specification will be reviewed on a regular basis.



Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Educated to degree level or equivalent experience 	A
  	Knowledge and Experience <ul style="list-style-type: none"> Proven experience in conducting employment investigations. Demonstrated ability to handle sensitive and complex cases with good understanding of employment law and People policy and procedures. Experience in undertaking analytical or problem-solving work leading to recommendations for further action. Ability to manage multiple complex tasks simultaneously. Ability to work independently with minimal supervision. Demonstrable experience in quickly building positive relationships and establishing credibility with others at all levels Knowledge of best practice relating to investigation and questioning skills. Report writing experience and ability to present facts and recommendations. Ability to ensure compliance with People Services policies and processes as well as ACAS guidance and legal advice as appropriate. 	A,I A,I A,I A,I A,I A,I
	Skills <ul style="list-style-type: none"> Effective listening skills Ability to communicate effectively, both verbally and in writing. 	I A,I

 	<ul style="list-style-type: none"> • Effective organisational skills with attention to detail. • Analytical and problem-solving skills. • Ability to manage multiple investigations simultaneously. • Ability to work independently and as part of a team. • High level of integrity and ethical standards. 	A,I I,T A,I A,I A,I
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*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300