



THE INDEPENDENT COMMISSION OF INVESTIGATIONS

Applications are invited to fill the vacancy of:

Inspector of Investigation, Kingston and Montego Bay, Jamaica

Job Summary

The Inspector of Investigations provides specialized investigative and advisory services to all tiers of Investigators in the Commissioner and reports to the Assistant Commissioner and work alongside the Directors of Complaints in aiding the improvement in operational policies and procedures. The Inspector of Investigations assesses, analyses, conducts and reviews investigations in a team-based structure using best practices and a rights base approach.

Minimum Required Qualifications and Experience

- Master's Degree in Criminology, Criminal Justice, Investigations or related field (experience will be given consideration absent Masters Degree);
- Eight (8) or more years of experience in, shooting investigations or Police Professional Standards Investigations of which no less than four years should be at the managerial/supervisory level.

Offer and Remuneration

Contract ending March 31, 2018

£52,500.00 (including taxes and allowance);

Commission's Core Values: ICI TEAM

Integrity	Teamwork
Confidentiality	Efficiency
Impartiality	Accountability
	Mutual Respect

For a comprehensive job description and Application Form please visit our website at www.indecom.gov.jm

Application accompanied by cover letter should be submitted **no later than the 18th October 2016** to:

melicia.james@indecom.gov.jm

Thank you for your interest, however, only short listed applicants will be contacted.

THE INDEPENDENT COMMISSION OF INVESTIGATIONS
JOB SPECIFICATION & DESCRIPTION

JOB TITLE: Inspector of Investigations

DIVISION: Operations

POST TYPE: Contract

of POST: 2

POST TERM: End March 31, 2018

REMUNERATION: Basic Salary - £35,000.00
(per annum) Travelling Allowance - £ 6,500.00
Housing Allowance - £10,000.00
Laundry Allowance - £ 1,000.00
£52,500.00

Other Allowances: Motor vehicle
Return Airfare
Insurance

Regions: Headquarters and Western Regional Office

JOB SPECIFICATION

Core Functions:

The Inspector of Investigations provides specialized investigative and advisory services to all tiers of Investigators in the Commissioner and reports to the Assistant Commissioner and work alongside the Directors of Complaints in aiding the improvement in operational policies and procedures. The Inspector of Investigations assesses, analyses, conducts and reviews investigations in a team-based structure using best practices and a rights base approach.

MINIMUM REQUIREMENTS:

(a) Specific knowledge (however acquired) required to start:

- Expert knowledge of International Best Practices in the conduct of Investigations;
 - A comprehensive of the Jamaican or Commonwealth Police Systems, Roles and Functions;
 - An understanding of the Independent Commission of Investigations Act;
 - A working knowledge of the principles of criminal and civil laws, rules of criminal procedures and relevant statutory and constitutional laws;
 - Working knowledge of the principles of management, administration, planning and resource utilisation;
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(b) Qualifications and Experience

- Master’s Degree in Criminology, Criminal Justice, Investigations or related field (experience will be given consideration absent Masters Degree);
 - Eight (8) or more years of experience in, shooting investigations or Police Professional Standards Investigations of which no less than four years should be at the managerial/supervisory level.
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(c) Required Skills and Specialised Techniques

- Excellent organizational and communication skills
 - Excellent interviewing technique
 - Excellent mediation and negotiation skills
 - Excellent courtroom skills
 - Excellent analytical, observations and research skills
 - Demonstrated team building and collaborative skills
 - Demonstrated leadership, strategic planning and resource management skills
 - Demonstrated originality of thought and the capacity to develop innovative solutions
 - Ability to evaluate information and demonstrate sound judgment in decisions-making
 - Ability to write clearly and succinctly on a range of complex policy issues
 - Ability to effectively translate ideas, concepts and information into either written or verbal form
 - Ability to mentor, coach and develop investigators
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Working Conditions

- Irregular and unscheduled working hours
 - Agreeable office environment
 - Some travel required (40-50%)
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JOB DESCRIPTION
REPORTING RELATIONSHIPS

Reports Directly To: Assistant Commissioner

Nature of Reporting Relationship: Matrix Functional Relationship

Provide advice and analysis on investigations, conducted on the assigned team

Supervision Given To:

Nature of Supervision Given

- (a) Directly:**
Chief Investigators
Senior Investigators
Investigators, Assistant
Investigators
- Assign and evaluate tasks
-Review investigations
-Assess the Collection of Evidence
- Ensure compliance with policies and systems

- (b) Collaborative:**
Directors of Complaints

Chief Intelligence Officer
Chief Forensic Examiner
Intelligence Officer
Forensic Examiners
Analyst

Functional Relationships

Indicate positions/departments over/from which the position:

- (a) **exercises functional authority:** All Investigations tier
- (b) **receives functional direction:** Commissioner, Assistant Commissioner
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LIAISES WITH:

Internally:

Other functions within the
Commission

Nature of Contact:

To plan and conduct joint investigations
and to evaluate complex cases

To resolve complex and controversial issues

Externally:

Government Agencies & Ministries
Law enforcement officials
Attorneys, Legal Counsel
Prosecutor

Nature of Contact:

To resolve complex and controversial issues

JOB DESCRIPTION

Responsibilities and Duties:

1. Provide mentorship and leadership in investigative skills;
2. Direct and review investigations
3. Manage and control incident scenes alongside Chief or Senior Investigators
4. Develop investigative strategies and demonstrate the ability to investigate allegations of abuse by members of the Security Forces and Correctional Services;
5. Assess scene requirements from briefing and identify appropriate human and capital resources required to manage incident scenes;
6. Serve as a resource personnel to team members;
7. Manage workload of Investigators in consultation with Chief or Senior Investigator
8. Apply and transfer knowledge of investigative principles, techniques and skills
9. Identify, establish and promote relationships with team members and inter regional integration
10. Provide training to Investigative staff;
11. Any other related duties;

Human Resource Responsibilities

- Monitor and evaluate the performance of direct reports.
- Prepare performance appraisals in collaboration with the Directors of Complaints and recommend strategies for personal development.
- Provide leadership and guidance to direct reports through effective planning, delegation, communication, mentorship and coaching.
- Establish and maintain a culture of teamwork and employee empowerment.
- Ensuring employees' health, safety, security and welfare are always considered.

AUTHORITY TO:

- Advise on development and amendment of policies
 - Advise on amendments to investigative procedures
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PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Quality investigative reports are produced in a timely manner
 - Consultation strategy reflects a high level of inclusiveness
 - Cases are closed in a timely manner
 - Established policies, standards and procedures are adhered to
 - Investigators, Senior Investigators produce reports which are of higher quality
 - Reports submitted are clear, concise and accurate
 - Confidentiality, dependability and sensitivity are evident in the conduct of duties
 - Integrity is exercised.
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This document is a true and accurate description of the position.

Incumbent/s

Date

Head of Department

Date

Prepared by:
HRD, June 25, 2014
updated