Role Profile

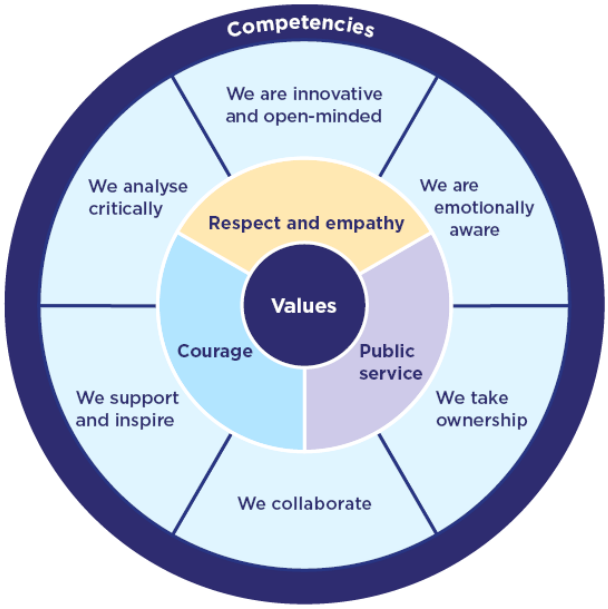
Role Profile Part 1			
Role title	NaVCIS Fraud & Theft Investigator	**Grade/Rank**	Scale 6
Dept/Area	NaVCIS	**Vetting Level**	MV SC
Responsible to	NaVCIS Investigations Lead	**Staff line managed**	N/A
Reviewed by (Line Manager)	Roy Wheelwright	**Date**	14.03.25
Purpose of Job	To investigate automotive financial crime and to develop and exploit intelligence. To prevent the commission of offences. Working with both public and private sector stakeholders, law enforcement agencies and other partners to develop evidential packages for further development and investigation.		
Key Accountabilities	1. Investigate allegations of vehicle finance theft and fraud submitted for assessment by financial institutions, ensuring compliance with Home Office Crime Recording Standards, NaVCIS policies and procedures, Force and National policies. 2. Conduct financial intelligence research utilising specialist law enforcement data and commercial resources, Develop and deliver intelligence reports to be disseminated for the purposes of crime prevention, counter fraud and detection. 3. Maintain regular specialist support and advice to private industry stakeholders. 4. Prepare evidential files for secondary investigation and development by local Police Forces. 5. Deliver time-critical effective and comprehensive guidance to law enforcement colleagues when dealing with vehicle seizure and recovery in line with lawful authorities, police powers and procedures, in order to maximise investigative opportunities and the securing of evidence, including the recovery of stolen vehicles. 6. To have a good working knowledge of legislation including PACE 1984, Theft Act 1968, Fraud Act 2006, Criminal Procedure and Investigations Act (CPIA); Public Interest Immunity, and ensure adherence. Develop specialist knowledge of civil legislation applicable to the financial service industry, in particular the Hire Purchase Act 1964 and Consumer Credit Act 1974. 7. To support national and international vehicle crime policing operations, instigate and respond to enquiries with international law enforcement agencies. 8. Provide an excellent service to victims, maintaining communications both written and oral. 9. 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. NaVCIS 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. NaVCIS is hosted by The Chief Constable of Hampshire and Isle of Wight Constabulary (HIOWC). NaVCIS staff are employed as police staff under HIOWC terms and conditions with supplementary NaVCIS procedures and guidance.
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 within Hampshire and the Isle of Wight or throughout the UK, this may also require overnight stays and therefore needs to have the ability to travel as necessary and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required. There may be a requirement to work additional hours or overtime occasionally in order to respond to operational demands for which the appropriate recompense will be paid. 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. To participate in an out-of-office hours call out rota in line with NaVCIS business need. May be asked to carry out fire warden duties to meet required standards if required. Role holders should be aware that this role requires working unsociable hours, for which the appropriate allowances will be paid. 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.

Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware – Level 1 We Take Ownership – Level 1 We Collaborate - Level 1 We Support and Inspire- Level 1 We Analyse Critically- Level 1 We are Innovative and Open Minded- Level 1 Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: Educated to QCF level 2 (5 passes including passes in Maths and English OR work experience deemed to have brought the role holder to a comparable level. Desirable: D/S		
Experience and Skills	Essential: Proven knowledge of evidence gathering. Proven working knowledge of criminal law and the criminal justice system. Excellent and evidenced report writing and communication skills e.g. the production of clear, concise and accurate records, letters and reports. To be computer/keyboard literate and a competent keyboard user. Desirable: To have an understanding of data protection issues in order to ensure that information is handled and filed correctly. Experience of working in a multi-agency environment working with partner agencies.		
Approved by People Services	Kat Stypulkowski	**Date**	25.03.25

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 1	
	We Take Ownership	Level 1	
	We Collaborate	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level 1	
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.		