

Recruitment person specification

Post being recruited for: ...Investigating Officer

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	• <i>Experience of undertaking workplace investigations (Disciplinary, grievance, Whistleblowing).</i> <i>Experience of fostering positive relationships, proactive conflict management and an ability to effect constructive stakeholder engagement</i> • <i>Ensure proactive engagement and ability to work in partnership with HR and other stakeholders.</i> • <i>Significant experience of sensitively managing situations where colleagues/witnesses become distressed/angry/frustrated and ensure support is offered post interview where required.</i> • <i>Manage own time to meet deadlines and ensure that outcomes are delivered to agreed quality standards.</i> • <i>Proven experience in report writing and an ability to ensure that their work is prepared to a high standard at all times.</i>	• <i>Supporting research and development of best practice regarding complex investigations.</i> • <i>Demonstrate an ability to develop a culture of productive involvement and engagement, constructive working relationships and a focus on positive behaviours and outcomes.</i>
Knowledge, skills and understanding	• <i>Ability to carry out a case load of investigations from the initial planning stage through to interviewing witnesses and preparation and presentation of investigation reports,.</i> • <i>Ability to ensure that the service provided is in line with council policy, procedure and current employment law.</i>	• <i>Demonstrate an ability to deal with complex and contentious matters that may have significant implications for services.</i> • <i>Ability to review and record all reported incidents, undertake further analysis, determine the most appropriate policy route and escalate to the relevant team in a triage capacity.</i> • <i>appearance at appeal and Employment Tribunal or Court hearings</i>
Qualifications and training	• <i>Applied knowledge of human resources policy, practices and process.</i> • <i>Applied knowledge of employment law.</i>	• <i>Educated to degree level</i> • <i>postgraduate qualification</i> • <i>Relevant training e.g. ACAS</i>

Job specific requirements	• <i>Ability to quality assure notes of investigation meetings.</i> • <i>Ability to work closely with appropriate colleagues to ensure that learning and best practice is shared.</i> • <i>Ability to prioritise and escalate issues.</i>	
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