



INFORMATION PACK FOR APPLICANTS

CONTENTS

1. Advertisement	Page 1-3
2. Background note on the Police Investigations & Review Commissioner	Page 4
3. Organisational Structure	Page 4
4. Specific Duties	Page 5
5. Competencies	Page 6
6. Person Specification	Page 6-7
7. Job Challenges & Additional Information	Page 7
8. Information about the Selection Process	Page 7-9

1. ADVERTISEMENT

VACANCY	INVESTIGATOR
SALARY/GRADE	£36,944- £42,244 – B2 STAFF WILL BE APPOINTED ON POINT 1 OF SCALE- £36,944
HOURS OF WORK	35 hours per week
LOCATION	Hamilton – Currently working to a hybrid model of office and home working

The Police Investigations and Review Commissioner is currently seeking to increase her candidate pool of Investigators for future vacancies that may arise.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently review the way the police handle complaints from the public.

Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

The successful candidate will support the Commissioner and Head of Investigations in carrying out effective and efficient investigations into serious incidents involving the police in Scotland. These can include investigations into deaths in police custody, death or serious injury following contact with the police or of criminal allegations against the police. You will be required to be on-call, on a rota basis, and be prepared to work unsocial and extended hours and be prepared for overnight stays away from home, where required. An additional remuneration allowance is payable for this work.

The specific tasks of the role are set out at Section 4.

The successful candidate must have proven investigatory experience, or a background in an inspection, regulatory, enforcement of similar role. A strong analytical approach, keen eye for detail when gathering evidence, confident interviewer, analysis and presentation with well-developed critical thinking skills, obtaining information and using sound judgement to reach conclusions are all essential skills for this role. This experience may have been gained within organisations other than the police service and we would welcome applications from candidates with relevant experience from other organisations.

The successful candidate should also have a good standard of general education (minimum SCQF Level 6) or equivalent relevant qualification or experience in a similar role.

Since PIRC Investigators are required to travel throughout Scotland applicants must hold a full driving licence.

The PIRC offers a wide range of benefits such as:

- A Civil Service Pension with an average employer contribution of 27%
- Generous annual leave allowance – 25 days, increasing to 30 days after 4 years' service
- 6 Public Holidays plus 5 ½ additional privilege days throughout the year
- Hybrid working
- Flexible working arrangements and flexi time
- Competitive pay for sickness, maternity and paternity leave
- Access to Edenred discounts offering wide range of discounts on high street names
- Access to Employee Assistance Service for health and wellbeing
- Cycle to Work scheme

The position is based in Hamilton. The successful candidate must undergo Non Police Personnel Vetting (NPPV) Level 3 and Scottish Government Baseline Personnel Security Standard (BPSS) clearance prior to appointment. Please see here [National security vetting: clearance levels - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-security-vetting-clearance-levels) to ensure you are aware of the requirements prior to submitting an application.

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC Values of integrity, impartiality and respect. We therefore encourage, and would welcome, applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

For information on this vacancy please contact the Human Resources Department at jobs@pirc.gov.scot or call on 07342 080256.

How to Apply

The Candidate Information Pack /Application Form are available from:

[Work with us | Police Investigation & Review Commissioner \(pirc.scot\)](https://www.pirc.scot/work-with-us)

Email: jobs@pirc.gov.scot

The closing date for applications is **midnight Sunday 27th April 2025**.

The shortlisting will take place thereafter and successful applicants will be invited to interview at a date to be agreed.

Applicants who have not been contacted by us **within 3 weeks** of this closing date should assume they have been unsuccessful on this occasion.

Only completed application forms will be considered.

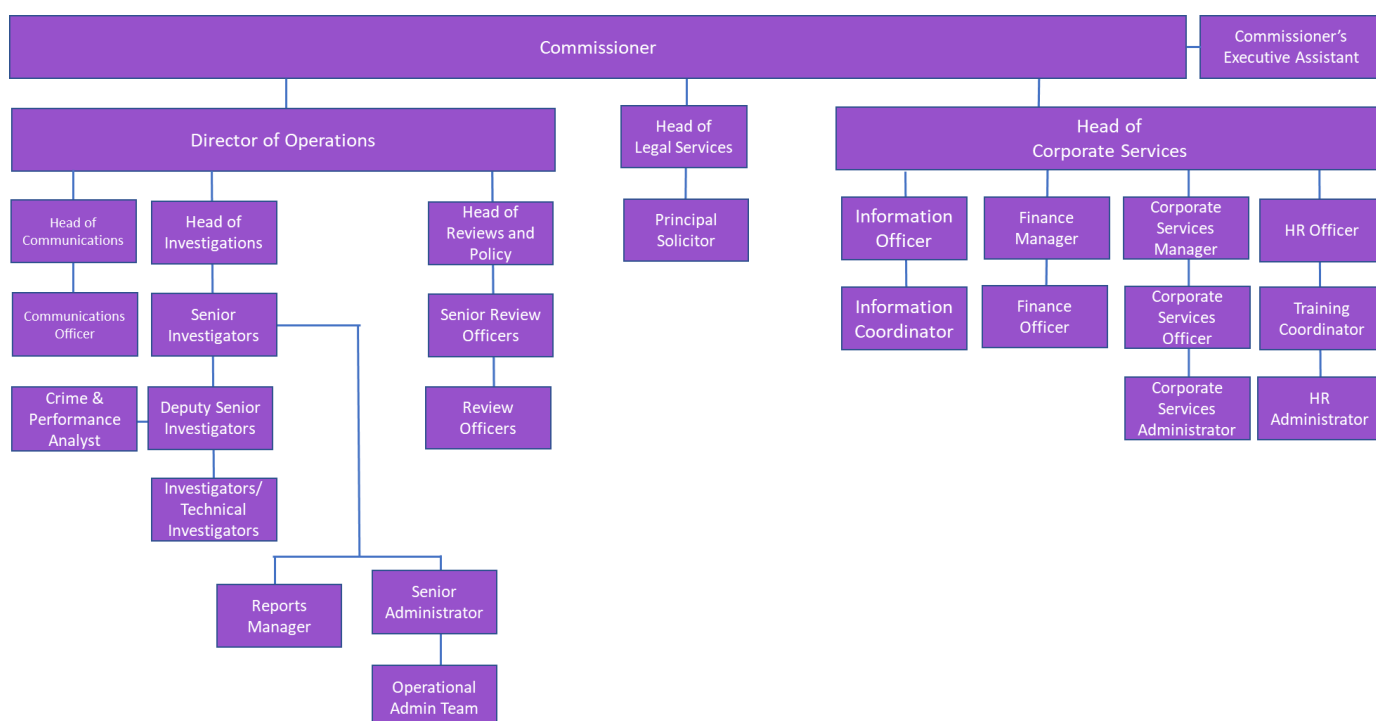
Please do not substitute your Curriculum Vitae for a completed form since this will not be considered.

2. BACKGROUND NOTE ON THE POLICE INVESTIGATIONS & REVIEW COMMISSIONER

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Laura Paton, who is supported by the Director of Operations, and supported by a team of staff, based in Hamilton.

3. ORGANISATIONAL STRUCTURE



4. SPECIFIC DUTIES

As an Investigator reporting to a Deputy Senior Investigator, you will be a member of a team carrying out independent investigations into the most significant incidents concerning the delivery of policing in Scotland

You will be required to:

- Undertake thorough and efficient investigations under the Act and associated Regulations in accordance with agreed standard operating procedures, protocols and guidelines.
- Obtain witness statements, conduct interviews and prepare reports for the Commissioner, Crown Office and Procurator Fiscal Service, SPA and policing bodies operating in Scotland as required. Attend court, misconduct or other hearings for the purpose of giving evidence.
- Visit incident locations and assist with scene management, ensuring that all necessary action is taken to preserve and recover evidence where appropriate on the instruction of the Senior Investigator.
- Contribute to the provision of a 24-hour on-call facility and be prepared to work unsocial and extended hours or shifts if required.
- Substantial travel may be involved throughout Scotland and the UK with some overnight stays away from home depending on the demands of the role.
- Ensure that all productions relating to enquiries are seized, recorded and lodged in accordance with procedures
- Liaise with police and other agency personnel as required.
- Carry out any other duties commensurate with the role as instructed by line managers or as dictated by circumstances.

5. COMPETENCIES

- Ability to undertake investigations thoroughly and diligently, take statements and gather evidence.
- Ability to collect, analyse, assimilate information, present evidence and reach sound judgements
- Ability to communicate fluently, clearly and concisely both orally and in writing
- Ability to demonstrate a capacity and willingness to learn and improve
- Ability to prioritise, self-manage and deliver within timescales
- Ability to work effectively in a team environment with people from a variety of backgrounds
- Ability to maintain confidentiality in relation to all PIRC business
- Ability to work effectively with internal and external stakeholder

6. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> Good standard of general education (minimum SCQF Level 6) or equivalent relevant qualification or experience within a similar role. 	✓	
Experience		
<ul style="list-style-type: none"> Ability to work effectively in a team environment, with people from a variety of backgrounds 	✓	
<ul style="list-style-type: none"> Ability to work effectively with internal and external stakeholders 	✓	
<ul style="list-style-type: none"> Proven investigatory experience, or a background in an inspection, regulatory, enforcement of similar role 	✓	
<ul style="list-style-type: none"> Experience in crime or incident scene management 		✓
<ul style="list-style-type: none"> Experience in Family or Victim liaison 		✓
<ul style="list-style-type: none"> Experience in road crash investigation 		✓
<ul style="list-style-type: none"> Experience in Officer / Personnel Safety Techniques or knowledge of firearms operations. 		✓
Skills & Knowledge		
<ul style="list-style-type: none"> Ability to communicate fluently, clearly and concisely both orally and in writing 	✓	
<ul style="list-style-type: none"> Proven investigative ability 	✓	
<ul style="list-style-type: none"> Ability to collect, analyse, assimilate information, present evidence and reach sound judgements 	✓	
<ul style="list-style-type: none"> Ability to demonstrate a capacity and willingness to learn and improve 	✓	
<ul style="list-style-type: none"> Ability to prioritise, self-manage and deliver within timescales 	✓	
<ul style="list-style-type: none"> Ability to maintain confidentiality in relation to all PIRC business 	✓	
<ul style="list-style-type: none"> Full UK Driving Licence 	✓	
<ul style="list-style-type: none"> Good knowledge and understanding of the Scottish criminal justice system 		✓
<ul style="list-style-type: none"> An awareness of the Police and Fire Reform (Scotland) Act 2012 		✓
<ul style="list-style-type: none"> Knowledge of data management system/administration procedures e.g. CLUE/HOLMES 		✓

JOB CHALLENGES

- The post holder may encounter difficult situations where they will need to exercise careful judgement, tact and diplomacy.
- The volume of work may be demanding, requiring effective time management and prioritisation.

ADDITIONAL INFORMATION

- The post holder reports to a Deputy Senior Investigator
- The standard working hours are 35 hours per week, Monday to Friday
- The post holder may be required to contribute to the provision of a 24 hour on call facility and be prepared to work unsocial and extended hours where required
- Substantial travel may be involved throughout Scotland and the UK with some overnight stays away from home depending on the demands of the role.

8. INFORMATION ABOUT THE SELECTION PROCESS

(a) Application process

In addition to this information pack, you should have:

An Application for Appointment form and an Equal Opportunities recruitment monitoring form

Before competing and submitting your application form, you should give due consideration to the following:

Competency based evidence – are you familiar with what is being sought at the application stage and what will be sought at interview through the use of competency based questions and how you should evidence this?

Essential and desirable criteria – can you demonstrate the essential and desirable criteria outlined in the Person Specification?

Please ensure that you complete all sections of the job application form and that you return it by the date specified. We will be unable to consider your application if all sections are not fully completed. Completed Equal Opportunities recruitment monitoring will be separated from the application form and will not be made available to the selection panel members. The information collected will be treated in the strictest confidence and will only be used for the purpose of furthering the PIRC's policy of equal opportunity. Your application is very important as it is the key document which will determine whether or not you will proceed through the first assessment stage to interview and ultimately to appointment. You must therefore demonstrate clearly the evidence required in your application form on how you meet the relevant published skills, knowledge and experience shown in the person specification. Please read the person specification in conjunction with the role description, competencies and all other information contained in this pack.

Please do not substitute your Curriculum Vitae for a completed form or attach your CV with your application as it will not be considered and your application form may be rejected.

A good application should be structured to ensure that it flows in a clear and/or logical way. You should provide evidence and examples to ensure that it is clear to the selection panel the actions you took, the reasons for your actions, what happened, what you took into account and the outcome.

You should not assume that the evidence provided is obvious when it comes to meeting the competency/criterion, for instance by simply recounting job titles or job duties. You should try

and avoid bland and hypothetical statements and where possible/appropriate use the first person – “I” not “We”.

You should also be aware that on occasion there may be several ways in which we ascertain evidence of the skills, knowledge or experience sought, so please ensure you provide evidence that shows how you meet all aspects of the role.

You can apply online or submit hardcopy. If your application is handwritten, please use **black ink** and ensure it is legible as your form will be photocopied/scanned and then read by the selection panel.

We would advise you to keep a copy of your initial application for reference.

(b) How to return your application

Email to: jobs@pirc.gov.scot

OR by post to: Human Resources, Police Investigations and Review Commissioner, Hamilton House, Hamilton Business Park, Caird Park, Hamilton, ML3 0QA

Closing date

The deadline for applications is **midnight on Sunday 27th April 2025. Late applications will not be considered.**

(c) Selection panel

You will be notified of the members of the selection panel if invited to interview.

(d) Selection

Your completed application form will be assessed against the essential and desirable criteria at Section 5, and the competencies at Section 6. If you are successful at this initial selection stage, you will be invited to take part in the interview and any assessment process. Please note we are unable to provide feedback on unsuccessful applications.

(e) What will happen at the interview?

During the interview process, the selection panel will ask your questions related to your career history and to the competencies required for the job. This will include the evidence you provided within your application form and from any written assessment, presentation or other appropriate exercise.

(f) What will happen following the interview?

All applicants invited to interview will be advised of the outcome of the appointments process in writing.

(g) What is the procedure if I am successful?

The successful applicant(s) will undergo a vetting process which can take approximately 3 months with a start date to follow this. We advise successful applicants not to notify their current employer of their notice until we confirm that this has been successfully completed.