



Investigating Officer ~ **Job Description**

Responsible to: Director of People and Partnerships (DPP)

Place of work: Flexible/Hybrid

Working from home is possible in agreement with the DPP and in line with the Flexible Working Policy.

Salary: tbc dependent on experience

Hours: Casual

Job Summary

The Investigating Officer will be responsible for undertaking ad hoc and complex disciplinary investigations (this may include fact find investigations for other processes) efficiently within specified timeframes covering all trust wide directorates in line with trust policies and procedures.

The Investigating Officer will:

- Deal with highly sensitive and complex issues in all aspects of the role, using their judgement, discretion and initiative, seeking advice from the DPP where appropriate.
- Be responsible for leading complex investigations including complaints, grievances and disciplinaries. They will co-ordinate the investigation process, undertake interviews and produce an unbiased account of the investigation in the form of a report.
- Present the investigation report at hearings and participate in appeal hearings where required, answering difficult questions which may be posed by staff, union representatives and the panel and justifying the decisions that they have made throughout the process. These meetings may be contentious and require tact and diplomacy skills.
- Where necessary, attend employment tribunals as a representative of the Trust and provide accurate information in support of the organisation.
- Promote at all times a positive image of the Trust.

Main Duties and Responsibilities

- There may be occasions where the Investigating Officer will interview staff as part of the investigation process assisted by the relevant line manager.

Administrative Responsibilities

- The Investigating Officer will be responsible for maintaining accurate records of investigations ensuring that all information is confidential, secured and where appropriate anonymised.

Responsibility for Information Systems

- To create, input and store confidential/sensitive data relating to investigations, ensuring that trust policies and procedures are adhered to.

- To regularly extract, manipulate and analyse information from a range of systems

Responsibility for Planning/Organising & Strategic/Business Development

- The Investigating Officer will be responsible for co-ordinating witnesses during the investigation process including attendance at disciplinary hearings and appeals.
- The Investigating Officer will plan the investigation, ensure that they fully understand the terms of reference set, identify the people needing to be interviewed, expanding the scope of the investigation where required, ensure that the investigation runs smoothly and within the agreed timeframes working to the key performance indicators.

Project Management

- The Investigating Officer will provide regular updates to the DPP regarding the progress of the management of investigations as appropriate.
- The Investigating Officer will provide accurate, comprehensive and timely data to the DPP to ensure the effective monitoring of investigations.
- The Investigating Officer will be a source of specialist advice to other line managers undertaking investigations.
- To be involved in identifying new and innovative ways of working

Communication

- To ensure that confidentiality is maintained at all times in line with Trust policies and procedures.
- To be aware of the Trust's policy on Equality and Diversity, ensuring that when communicating with all staff they respect the cultural differences, disabilities, gender, sexual orientation and race that may need to be taken into account.
- Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- Regularly communicate highly sensitive and complex information requiring the application of negotiation, tact and empathetic skills
- The Investigating Officer will share information which may be highly sensitive, highly complex or highly contentious in an empathetic constructive manner.

Analysis and Judgement

- As part of the investigation process the Investigating Officer will continually analyse complex and sensitive information which may be conflicting, making judgements throughout the process.
- The Investigating Officer will produce a comprehensive investigatory report that demonstrates a full and fair investigation has been conducted into the

allegations which will assist the commissioning manager to reach a decision as to whether to proceed to a disciplinary hearing.

Freedom to Act

- The Investigating Officer guided by Trust policies, employment legislation and employment case law will use their own discretion and initiative as investigating officer and work collaboratively with colleagues at all levels whilst undertaking investigations.
- The Investigating Officer, as lead specialist using their expert knowledge will determine the course of the investigation and make decisions regarding sources of evidence and the process in which to extract that evidence.

Personal Responsibilities

The Investigating Officer must:

- Comply with the Trust's Code of Conduct
- Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager.

Other Requirements

- The Investigating Officer may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- There may be a requirement to change the job description in light of developing service needs.
- The Investigating Officer will regularly be required to travel independently between trust sites.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent or demonstrate experience to degree level in related subject 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of participating in grievance, disciplinary, complaints or similar investigations. • Experience of writing high level detailed and accurate reports for a range of audiences. 	<ul style="list-style-type: none"> • Experience of working within an education setting
Knowledge	<ul style="list-style-type: none"> • Knowledge of investigation processes. 	
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Analytical skills • Report writing skills • Ability to influence and mediate in conflict situations. • IT skills • Presentation skills • Organisation and time management skills to manage and deliver within set timeframes for investigations 	

Personal Attributes	<ul style="list-style-type: none"> Ability to prioritise and balance workload effectively Ability to communicate sensitively and demonstrate empathy Ability to use initiative and make sound decisions in sensitive circumstances. Able to work in accordance with the Staff Compact and Trust Values and Behaviours Committed to continual quality and service improvement Self aware and committed to continual personal development. 	
Other Requirements	<ul style="list-style-type: none"> Ability to travel independently in accordance with Trust policies and service need 	

Mowbray Education Trust reserves the right to close adverts early if sufficient applications are received.

Mowbray Education Trust embraces and welcomes diversity and equality.

Mowbray Education Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the Trust to share this commitment.

All roles are subject to full pre-employment safeguarding checks, including an Enhanced DBS with Barred List check