

Job description

Job Title: Senior Investigator

Directorate: Regulation and Digital Transformation (RDT)

Responsible to: Enforcement Manager

Responsible for: no direct reports

Job Purpose

To conduct enquiries and investigations into potential instances of non-compliance with legislative requirements. To provide investigative assistance to colleagues in assessing and addressing issues as they arise. To contribute to the delivery of the Electoral Commission's work and outcomes, including through project work, assisting as necessary in RDT and Commission wide work and contributing to developing business processes.

Key Accountabilities

Accountability	%
To conduct enquiries and assessments and make clear, concise and justifiable recommendations as to actions the Commission should take.	10
To make clear, concise and justifiable assessment decisions to proceed (or not) to investigation on lower risk cases	5
To plan investigations and investigatory interviews and conduct those to a high quality and in a timely manner.	5
To investigate complex and potentially politically sensitive matters in accordance with quality management processes and in a timely manner and by evaluating evidence to produce clear, concise, logical and justifiable reports and findings at the conclusion of the case review or investigation.	45
To produce clear, concise, logical and justifiable initial sanction recommendations in accordance with quality management processes and in a timely manner and by reviewing the outcomes of investigations; to issue initial notices; and to monitor payments of fines.	10
To provide investigative advice and assistance to colleagues in assessing and addressing issues.	5

To monitor, maintain and proactively contribute to improvements to the Commission's quality management system and other procedures and policies.	5
To assist the Head of Regulatory Action and Enforcement and the Enforcement Manager in providing up to date and accurate management information about casework.	5
To draft/contribute to responses for FOI requests and requests for information and other queries.	5
To contribute to and, as appropriate, lead on project work and ad hoc work required.	5

Key Working Relationships

The postholder has to liaise with colleagues across the Commission as necessary in order to ensure the effective management of the responsibilities of the post. The postholder will also represent the Commission externally in relation to enforcement, in particular conducting investigatory relationships with political parties and members of the public.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Experience and Qualifications	Well developed investigative skills including investigation planning, evidence gathering and legal and factual analysis, report writing and presentation of evidence	E	AT
	Considerable experience of interpreting legislation and reaching legally robust and justifiable conclusions in relation to casework	E	A
	Ability to write clear and concise reports based on sound reasoning and to present persuasive conclusions both in writing and orally with confidence	E	I

	<p>Knowledge and understanding of the role and operations of political parties or ability to learn</p> <p>Knowledge of applying and developing policies in relation to enforcement activities</p> <p>Ability to demonstrate diplomacy, tact and discretion within a regulatory environment</p> <p>Knowledge and understanding of issues concerning the Freedom of Information Act, the Data Protection Act and the Human Rights Act and how they impact on enforcement work</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>I</p> <p>AI</p> <p>AI</p> <p>A</p>
Knowledge and skills	<p>Experience of operating within and complying with a procedural framework and making recommendations to maintain the effectiveness of the framework</p> <p>Experience of, and demonstrable commitment to, consistent delivery of work to tight deadlines</p> <p>Experience of working in an environment where attention to detail and accuracy are critical</p> <p>Good level of IT skills including MS Excel, Word and Outlook</p> <p>A strong emphasis on completion of tasks as soon as possible, and at least within KPI's</p> <p>A demonstrable commitment to and continuous improvement</p> <p>A demonstrable commitment to ownership of work and acceptance of responsibility for ensuring completion of tasks to a consistently high quality</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AI</p> <p>AIT</p> <p>AIT</p> <p>A</p> <p>AI</p> <p>AI</p> <p>AI</p>

	Good problem solving skills to enable both day to day issues and case specific issues to be resolved efficiently and effectively	E	AIT
	Ability to prioritise own day to day workload and to accommodate urgent and unplanned tasks whilst ensuring completion of other work	E	AI
	Experience of and ability to work flexibly both with limited supervision and as part of a team	E	AI
	Well-developed interpersonal skills including ability to work flexibly and to prioritise competing demands effectively	E	AI
	Strong attention to detail in written communications and in maintaining records	E	AI
	Credibility to coach and mentor investigators and other colleagues as appropriate	D	

A-application and CV I-interview T-test