

## Job description

Job Title: Investigator

Directorate: Electoral Administration and Regulation (EAR)

Responsible to: Enforcement Manager

Responsible for: No direct reports

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## Job Purpose

You will play a pivotal role in conducting enquiries, assessments, and investigations into potential offences under the Political Parties, Elections and Referendums Act 2000 (PPERA). Your expertise will be crucial in determining whether offenses have occurred and recommending suitable initial sanctions.

In addition to your investigative responsibilities, you will be an invaluable resource for your colleagues, providing crucial support in tackling emerging issues as they arise. Your contributions will directly impact the success of the Electoral Commission's mission, driving forward important projects and initiatives. You will also play a key role in enhancing the efficiency of our business processes and supporting work across the EAR and broader Commission efforts. Your efforts will ultimately help to ensure the integrity of our electoral system and uphold the principles of democracy.

## Key Accountabilities

Accountability	%
To conduct enquiries and assessments and make clear, concise and justifiable recommendations as to actions the Commission should take.	30
To investigate potentially politically sensitive matters. This will include planning and conducting investigatory interviews, adhering to quality management processes and evaluating evidence to produce clear, concise, logical and justifiable reports and findings at the conclusion of the case review or investigation.	40
To produce clear, concise, logical and justifiable initial sanction recommendations that demonstrate sound judgement that can be relied upon by decision makers. Where it is decided that sanctions are proportionate and necessary, you will issue notices and monitor payments of fines.	10

To provide investigative advice and assistance to colleagues when necessary, across the Directorate and the Commission as a whole	5
To monitor, maintain and proactively contribute to improvements to the Commission's quality management system and other procedures and policies.	5
To support the production of accurate and timely management information relating to casework, including gathering information and drafting responses to ad hoc queries and requests (such as FOI).	5
To contribute to project work and ad hoc work as required.	5

## Key working relationships

The post-holder has to liaise with colleagues across the Commission as necessary in order to ensure the effective management of the responsibilities of the post. The post-holder 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?
<b>Experience</b>	Regulatory investigations	<b>E</b>	<b>A/I</b>
	Investigative skills including planning, evidence gathering and bundle preparation	<b>E</b>	<b>A/T</b>
	Experience of interpreting legislation and reaching legally robust and justifiable conclusions in relation to casework	<b>E</b>	<b>A/I</b>
	Experience of planning and managing workloads to meet short term deadlines	<b>E</b>	<b>A/I</b>
	Experience of prioritising own day to day workload	<b>E</b>	<b>A/I</b>

	Experience of working flexibly both with limited supervision and as part of a team	<b>E</b>	<b>A/I</b>
<b>Knowledge and skills</b>	Ability to write clear and concise reports based on sound reasoning and to present persuasive conclusions both in writing and orally with confidence	<b>E</b>	<b>A/I/T</b>
	Knowledge and understanding of the role and operations of political parties or ability to learn	<b>D</b>	<b>A/I</b>
	Ability to demonstrate diplomacy, tact and discretion within a regulatory environment	<b>E</b>	<b>A/I</b>
	Good level of IT skills including MS Excel, Word, Project, databases and Outlook	<b>E</b>	<b>A</b>
	A strong emphasis on completion of tasks	<b>E</b>	<b>A/I</b>
	Good problem solving to enable day to day issues to be resolved	<b>E</b>	<b>A/I</b>
	Well-developed interpersonal and communication skills	<b>E</b>	<b>A/I</b>

A-application and CV      I-interview      T-test

Job Description and Person Specification last updated:   28  /  03  /  2025    
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