

Job description

Job Title: Senior Investigator

Directorate: Electoral Administration and Regulation (EAR)

Responsible to: Enforcement Manager

Responsible for: no direct reports

Job Purpose

You will play a pivotal role in conducting in-depth and complex 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 complex issues as they arise. You will supervise the work of junior staff, and 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	%
Exercise considerable judgement in conducting enquiries and assessments to make clear, concise and justifiable decisions or recommendations as to actions the Commission should take.	15
To make clear, concise and justifiable assessment decisions on lower risk cases in line with policy/practise	2.5
Lead on investigating complex and 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. Ensuring that all investigatory lines of enquiries are completed in a timely manner is also crucial.	45

You will utilise your considerable professional knowledge and expertise 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
You will support the wider work of the Directorate and Commission by providing expert investigative advice to colleagues. This may include supervising/matrix management of others during investigations or projects	10
You will anticipate challenges and proactively contribute to improvements to the Commission's quality management system and other procedures and policies.	2.5
You will 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).	10
You will contribute to and, as appropriate, lead on project work and ad hoc work required.	5

Key Working Relationships

The postholder has to proactively collaborate with colleagues across the Commission to provide expertise advice and support, and to ensure proportionate and reasonable case progression. The postholder will also demonstrate their expertise, diplomacy and leadership when representing 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	Regulatory investigations	E	A/I
	Substantial experience of applying investigative skills including investigation planning, evidence gathering and legal and factual	E	A/T

	<p>analysis, report writing and presentation of evidence</p> <p>Considerable experience of interpreting legislation and reaching legally robust and justifiable conclusions in relation to casework</p> <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>Experience of working collaboratively with others and at the same time being able to drive own work autonomously, with guidance in only the most complex situations</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I/T</p> <p>AIT</p> <p>A/I/T</p> <p>A/I</p>
Knowledge and skills	<p>Ability to write clear and concise reports based on sound reasoning and to present persuasive conclusions both in writing and orally with confidence</p> <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</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p>

	Act and the Human Rights Act and how they impact on enforcement work		
	Good level of IT skills including MS Excel, Word and Outlook	E	A
	A strong emphasis on completion of tasks as soon as possible, and at least within KPIs	E	A/I
	A demonstrable commitment to ownership of work and acceptance of responsibility for ensuring completion of tasks to a consistently high quality	E	A/I/T
	Good problem solving skills to enable both day to day issues and case specific issues to be resolved efficiently and effectively	E	A/I
	Ability to prioritise own day to day workload and to accommodate urgent and unplanned tasks whilst ensuring completion of other work	E	A/I
	Well-developed interpersonal skills including ability to work flexibly and to prioritise competing demands effectively	E	A/I
	Strong attention to detail in written communications and in maintaining records	E	A/I
	Credibility to coach and mentor investigators and other colleagues as appropriate	D	A/I

A-application and CV I-interview T-test

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