
JOB SPECIFICATION

GRADE:	GDC Grade IV
POST:	Financial Crime Investigator
DEPARTMENT:	Economic Crime Unit
RESPONSIBLE TO:	Principal Secretary, Ministry of Justice

JOB PROFILE:

The post holder must be able to work on his/her own, or as part of a team with designated responsibilities. He/she must be able to investigate complex matters of economic crime, money laundering and terrorism financing. Criminal litigation and/or criminal investigation experience would be desirable. The role will include the following:

The main functions of the post are as follows:

Criminal investigations:

- Develop appropriate investigative strategies and plans and drive ethical investigatory interventions and actions commensurate to the serious and complex criminal offences under investigation and in accordance with relevant laws, policies and procedures.
- Apply specialist knowledge and skills to investigate money laundering or terrorist financing and possess a comprehensive understanding of relevant proceeds of crime legislation and case law.
- Gather relevant information, intelligence and evidence in a timely fashion using all available techniques and powers (including coercive and sensitive investigatory tools) to prove or disprove suspected offences adhering to Rules of Evidence and RGP policy.
- Discharging disclosure responsibilities and drawing upon legal advice as appropriate.
- Prepare case summaries and case files for consideration by senior managers and the Crown Prosecution and Litigation (OCPL) to inform on the use of investigatory tools and charging decisions.
- Handle evidence in line with RGP policy.
- Preparing, updating and managing:

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- dockets throughout an investigation (including, but not limited to, criminal - whether deriving from Crimes Act, Proceeds of Crime Act or any other Act, or any other investigation as defined in the Proceeds of Crime Act) and maintaining sufficiency of evidence.
 - completed dockets prior to submission to OCPL.
 - disclosed material.

Asset Recovery:

- Develop appropriate investigative strategies and plans and drive ethical and complex financial investigations to underpin conviction and non-conviction-based asset recovery remedies in accordance with relevant laws, policies and procedures.
- Applying their knowledge in the use of asset recovery tools for conviction and non- conviction recoveries.
- Gathering relevant information, intelligence and evidence in a timely fashion using all available financial investigation techniques and powers to support legal proceedings to recover tainted assets.
- Prepare case summaries and case files for consideration by senior managers and the OCPL to underpin decisions on the use of investigatory tools and legal remedies to identify and recover tainted assets.
- Actively manage the upkeep of seized assets to maintain their value.
- Assisting with all civil litigation relating to AML and CTF.

General:

- Provide advice and guidance to operational colleagues, teams and partners.
- Assisting with the review of incoming Mutual Legal Assistance (MLA) for investigative possibilities locally as well as the review of data obtained through the execution of the MLA for the same purpose.
- Assisting with the preparation of outgoing MLA requests.
- Assisting on all judicial review related matters.
- Assisting on all legal professional privilege matters.
- Attend to search warrants, interview suspects, give evidence in Court.
- Build productive business relationships and working arrangements with key partners and stakeholders.
- Undertake any other duties commensurate with the post as may be required.

- Working with police officers and lawyers, set case strategies, operational plans, driving focused investigations and ensuring timely case progression for consideration of charging decisions and/or civil remedies for presentation to OCPL.
- Plan and manage complex investigations, including aiding Crown Counsels during legal proceedings, developing and fostering effective relationships with key partners such as the OCPL, and the supervisory bodies listed in Schedule 2 of the Proceeds of Crime Act 2015, overseas partners and other relevant authorities.
- Mentoring and assisting with technical knowledge development and investigatory skills of colleagues.
- Contribute to the enhancement of Gibraltar's capability to tackle economic crime by improving operational delivery via timely enforcement outcomes.
- Communicate openly with colleagues as part of their responsibilities to deliver business efficiently and effectively, maintain professional standards, observe operational governance and relevant investigatory policies and procedures.

PERSON SPECIFICATION - FINANCIAL CRIME INVESTIGATOR (CIVILIAN)

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<p>Five GCSE's or equivalent (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in GSCE English Language and Mathematics.</p> <p>Appropriate qualification(s) and/or accreditation in financial investigation or similar field.</p>	<p>Proven investigative experience. Relevant professional or additional industry recognised qualifications.</p> <p>A current, valid driving licence.</p>
Experience:		<p>Relevant practical experience in criminal litigation and/or criminal investigation including AML and CTF, preferably for at least 5 years.</p>
Knowledge:	<p>Knowledge of criminal litigation, economic crime, AML and CTF matters and relevant legislation is an advantage.</p>	
Key Skills and Behaviours:	<p>Must have experience in financial investigations, auditing experience, criminal case preparation or be a qualified financial investigator. Be technically proficient, possess significant and recent investigatory experience in conducting complex economic and financial crime (or multi-faceted asset recovery) investigations.</p>	<p>Bilingual in English and Spanish is a preference.</p>

<p>Key Skills and Behaviours (cont):</p>	<p>Experience of developing and implementing case strategies, operational plans and driving focused and timely investigations within stringent timescales would be advantageous.</p> <p>Able to demonstrate strong intellectual ability. A comprehensive understanding of money laundering techniques that use complex onshore/offshore structures and financial vehicles designed to mask the beneficiaries of tainted assets.</p> <p>Display initiative. Experience of working autonomously to lead and drive complex projects.</p> <p>A proven track record of mentoring and helping to develop the technical knowledge and skills of others.</p> <p>Experience of working in a multi-disciplinary setting. A proven ability to work to tight deadlines and displaying attention to detail to maintain high standards.</p> <p>Evidence of assessing complex information, analysing and interpreting multifaceted data to aid balanced operational decision making and to be accountable for decisions made.</p> <p>Excellent communication (including written communication) and interpersonal skills. Can demonstrate effective team working and self-awareness.</p>	
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<p>Key Skills and Behaviours (cont):</p>	<p>Understands and promotes the value of cognitive differences within teams to achieve stretching goals and outcomes.</p> <p>A comprehensive knowledge of the Criminal and/or Civil Justice System, relevant legislation, investigatory and intelligence techniques and practices.</p> <p>Post-holders are expected to know, understand and act within the ethics and values of the standards of Professional Conduct relevant to their conditions of employment.</p> <p>On appointment, the post-holder should be operating at or working towards Level 3 of the RGP Competency Framework, progressing with service.</p> <p>Ensure efficiency and time management skills and that deadlines are met adequately.</p> <p>Possess excellent written, organisational and communication skills at all levels, interpersonal skills and advocacy.</p> <p>Deal with the general public in an appropriate manner at all times.</p> <p>Be able to approach and analyse a wide range of problems and think practically in investigative matters.</p> <p>Understand the relevant laws in their legislative setting and foresee the consequences of changes to economic crime legislation.</p>	
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<p>Key Skills and Behaviours (cont):</p>	<p>Be able to prioritise work, and work under pressure.</p> <p>Computer literate.</p>	
<p>Additional Information:</p>	<p>Available to work on occasions, as required, after normal working hours, attend at short notice and provide standby cover where necessary and to travel overseas when required in connection with investigatory functions or training and liaison.</p>	

Note:

This is a Security Check vetted post contingent on the successful applicant attaining security vetting clearance.

Due to the nature of this position, applicants will be required to disclose relevant criminal convictions and to submit to a full security clearance procedure prior to interview. The vetting form must be completed and submitted along with your application form. Your identification must be verified as part of this process.

All disclosures of criminal background are received in the strictest confidence and checks are only made in connection with your application and for no other purpose. However, disclosure of criminal background will not necessarily debar you from employment - this will depend on the nature of the offence/s and the circumstances surrounding it/them.