



Job Description & Person Specification

Financial Crime Investigation Support Officer

IOM Constabulary Pro Active International Money Laundering Investigation Team

AO / Pay Band 7

About the IOMC Financial Crime Team

The Isle of Man Constabulary has two teams with responsibility for the investigation of cases of international money laundering and financial crime at a domestic level.

The Proactive International Money Laundering Investigation Team (PIMLIT) deal with serious and complex cases which include money laundering, terrorism financing and proliferation financing. The Economic Crime Team are responsible for domestic related complex financial crime which includes money laundering but on a domestic level. Both teams sit under the direction of the PIMLIT Director reporting to the Chief Constable.

Working in partnership with other agencies the Financial Crime Teams are expected to proactively identify and investigate criminality including working in partnership to restrain and forfeit the criminal proceeds of crime. In addition, this will include prevention work such as highlighting ML typologies to prevent and detect financial crime involving an Isle of Man nexus including the flow of funds through the jurisdiction and the illicit use of structures within and beyond the jurisdiction.

As an international finance centre, the island is subject to external scrutiny and inspection of its law enforcement regime and performance against the FATF Standards. The main focus of the Constabulary is showing effectiveness against its proactive use of intelligence and investigations arising from the use of intelligence and asset recovery.

The team collate, examine and analyse evidence leading to the successful apprehension and prosecution of offenders.

Some of the key responsibilities of the team are:

- Investigating serious and complex financial crime, international money laundering and other associated offences.
- Working in partnership with AML/CFT partners and other Law Enforcement Agencies.
- Analysing the current and future threats to the IOM as an International Finance Centre.
- Contributing to the National Risk Assessment.
- Developing and implementing new and innovative investigative techniques in line with the highest risks identified in the National Risk Assessment.

What will you do?

This important role provides administrative support to a team of financial investigations, managed by PIMLIT and the ECU consisting of both civilian investigators and police officers.

The post holder supports the effective use of HOLMES, CONNECT, Nuix and SharePoint, ensuring evidential material is accurately recorded, indexed, linked and managed throughout the investigation lifecycle. The post reports to the Civilian Supervisor within PIMLIT.

You will:

- Accurately input, update and maintain investigation records on HOLMES, CONNECT, Nuix and SharePoint.
- Data inputting onto and administration of internal police systems.
- Create and maintain HOLMES indexes for documents, statements, exhibits, intelligence and actions.
- Undertake exhibit registration, handling, labelling, tracking and audit recording.
- Be responsible for filing and scanning - Scan, quality check and upload evidential material into HOLMES.
- Research exhibits and documents to identify relevant evidential value and relationships between material.
- Link persons, actions, exhibits, locations, events and documents within HOLMES in accordance with investigative standards.
- Maintain document registers and disclosure schedules as directed.
- Carry out file reviews to ensure records are complete, accurate and auditable.
- Assist investigators with retrieval of information from HOLMES, CONNECT, Nuix and SharePoint.
- Prepare digital and physical evidential packs for review by investigators, supervisors and Counsel.
- Support large scale document reviews and ensure material is categorised and indexed correctly.
- Maintain confidentiality and security of sensitive law enforcement information.
- Attend training and become proficient in HOLMES, CONNECT, Nuix and SharePoint and related systems.

- Transcribe interview discs and witness statements for the PIMLIT and Economic Crime Teams using bespoke software.
- Data inputting onto and administration of internal police systems.
- Any other duties as directed by the line manager and commensurate with the grade.

Contacts and Communication

You are the first point of contact for external enquires from both members of the public, external partners and law enforcement agencies by telephone and e-mail.

You have:

- The ability to communicate, with staff, members of the public in a polite, professional and informative manner.
- The ability to signpost internal and external enquires to the relevant departments and provide crime prevention advice where necessary.
- Have excellent communication skills.
- Communicate by telephone, e-mail, teams and face to face with members of the team, external partners and law enforcement agencies.
- Responsibility for preparing and maintaining written minutes of meetings for the Chair of partnership meetings with the Anti Money Laundering Group.

Problem Solving and Decision Making

The post holder will be expected to have good problem-solving skills and the ability to think both rationally and quickly on their feet in order to deal day to day matters concerning the smooth running and upkeep of the office environment.

The post holder will be expected to escalate matters where appropriate to the first line supervisors.

Any decisions made must be able to withhold scrutiny and may be questioned by a supervisory officer.

You will be required to know, understand and abide by Government procurement guidelines striving to achieve best value for money for any items or services procured for the Financial Crime Teams.

Develop internal policy and procedure to assist with the smooth running of the office environment.

Autonomy

The post holder will not manage staff but will be expected to build and maintain working relationships with the team and external partners.

The post holder will be expected to open and close the office and leave the building secure when unoccupied.

The post holder will be expected to adhere to Government guidelines for procurement procedures and identify best value for money in line with guidelines.

On a day-to-day basis the post holder will be expected to review competing demands, set and agree deadlines with first line supervisors. In turn the post holder will be accountable to the Operations Manager.

You will have the ability to manage your working day reassessing your own workload and seeking advice when required from your first line supervisor.

You will have the ability to triage and assess the priority of transcripts for both teams.

A record of hours worked, time accrued and leave / time off is to be maintained.

The post holder is expected to source and order office equipment for the team in line with Government Procurement guidelines and procedures.

An inventory and audit of equipment will be undertaken and maintained by the post holder.

Management of Resources

You do not have any staff to manage but will report to a first line supervisor (grade HEO or Detective Sergeant) on a daily basis.

You will be expected to work as part of a team with staff from both the PIMLIT and the ECU.

The post holder is responsible for identifying their own training and development needs with their first line supervisor.

You will regularly update your knowledge and attend training events in respect of current developments and innovations for money laundering investigation techniques and crime prevention advice applicable to the role.

Competencies

All staff of the Department of Home affairs working within the Isle of Man Constabulary are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each role holder has a personal responsibility to

maintain the confidentiality of all business and to uphold such confidences both in administering the business within and outside of work.

As a member of the Department of Home Affairs working within the Isle of Man Constabulary, the role holder represents the Department in a wide range of settings. It is expected that they will be a committed ambassador of the Division and the work that it seeks to achieve.

Performance management and improvement

The role holder has a personal responsibility for participating in any departmental performance and development scheme management.

The role holder is responsible for his/her own health and safety and the impact of his/her actions on others.

The role holder will be responsible for identifying any possible risks or near misses to a responsible manager and or the Health & Safety Review Group.

The job description is intended to be a guide to the general scope of duties and is not exhaustive. It should be reviewed and amended accordingly.

Person Specification		
Attributes	Essential (E) or Desirable (D)	Method of Assessment
Credibility		
Hold GCSE English Language at Grade C (4) or above.	D	CV
Ability to undertake basic arithmetic.	D	CV
Have excellent typing skills and the ability to transcribe audio recordings accurately and efficiently.	D	CV
Have prior experience of working in an office or in a customer facing role.	D	CV
Capability		
Competent in the use of IT systems and MS applications such as Word and Excel.	E	CV
Manage short medium- and long-term objectives whilst managing competing demands.	E	Interview
Ability to meet deadlines whilst remaining calm under pressure.	E	Interview
Excellent interpersonal and communication skills.	E	Interview
Excellent organisational skills and the ability to effectively manage and organise competing priorities.	E	Interview
Character		
Committed to maintaining the highest standards of professionalism, integrity and confidentiality.	E	CV/Interview
Able to meet strict deadlines and seek assistance when required.	E	CV/Interview
Able to continually maintain and enhance your knowledge and skills for the benefit of yourself and the team.	E	CV/Interview

Well organised, highly motivated and driven individual to meet the requirements of the role.	E	Interview
Confident, positive and energetic with a can-do attitude whilst remaining un-phased by obstacles.	E	Interview
Able to quickly and accurately assimilate and explain information in a clear manner.	E	Interview
Ability to set/reassess priorities, under pressure whilst maintaining resilience.	E	Interview
Commitment to achieving high standards.	E	CV
Able to maintain the security of highly confidential information.	E	Interview
Circumstances and Interests		
Isle of Man Worker	D	Application
Security Clearance Check	E	Pre-employment checks
Full & valid UK or IOM Driving License	D	Pre-employment Checks