Specialist Investigator – Asset Recovery Unit

Position Details

Reports to: Officer in Charge: Asset Recovery Unit

Location: Asset Recovery Units

Team: Asset Recovery Unit

Direct reports: None

District/Service Centre: Financial Crime Group

Shift work/non shift work: Both

Group:

Remuneration range: Band H

PHPF Level Purpose: Individual Contributor

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

The Financial Crime Group has an all of government mandate to undertake the restraint and forfeiture of criminally acquired or derived assets, not just for Police, but also for all government law enforcement agencies.

The Financial Crime Group is made up the Financial Intelligence Unit and four Asset Recovery Units.

Purpose

The purpose of the Asset Recovery Unit is to deny criminals the opportunity to benefit from their offending or the ability to re-invest in criminal activity through investigation and forensic accountancy techniques.

The purpose of this role is to conduct criminal proceeds recovery investigations and undertake financial investigation in support of organised crime investigation.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Delivery

Conducts Criminal Proceeds and Financial Crime Investigations by:

- Receiving and collating allegations and information in relation to named individuals and groups.
- Receiving and collating financial and other relevant information required for the financial analysis of those persons identified to be involved in criminal activities.
- Preparing work plans for offences under investigation
- Ensuring analytical research into relevant background material is completed using a methodical and planned approach.

- Maintaining contact with the investigator responsible for the criminal investigation and any other stakeholders.
- Conducting effective interviews, evaluating information and developing further lines of enquiry.
- Using all organisational avenues of enquiry and investigative procedures in order to establish criminal behaviour and to identify assets that may be subject to recovery or are of interest to the investigation.
- Ensures the collection, evaluation, collation, analysis, dissemination and re-evaluation of information on named individuals and groups by:
    - Obtaining information from written sources, other organisations, police staff and foreign police agencies.
    - Assessing the information gained and determining its relevance to the investigation.
    - Linking information to the investigation and identifying what information requires analysis by a Forensic Accountant or Financial Analyst.
    - Utilising existing computer based information systems for the investigation.
    - Identifying and demonstrating links between targets and alleged criminally acquired assets, or assets used in the commission of crime.
    - Maintaining a thorough knowledge of the investigative procedure for serious crime and the evidential requirements relating to the court procedures.
- Presenting clear concise evidence in the preparation of affidavits.
- Coordinating, preparing and ensuring the attendance of witnesses for any court proceedings as required.
- Giving clear concise evidence to the Court as a witness.
- Maintaining a thorough knowledge of the investigative procedures for Criminal Proceeds and money laundering offences and the evidential requirements relating to the restrain and forfeiture of assets, and the prosecution of offenders.
- Completes the full range of correspondence in a timely manner, including the management of investigation files using approved file management processes and the preparations of affidavits for search warrants and orders under the Criminal Proceeds Recovery Act 2009.
- Completes complex criminal proceeds investigation files with a minimum of errors and within a reasonable time frame.

3. General Management

- Assists with the provision of training for police personnel.
- Provides guidance and advice to staff and other organisations on money laundering and financial investigative techniques and criminal proceeds recovery procedure.
- Provides administrative support by maintaining Asset Recovery Unit security.
- Contributes to a safe and healthy working environment by:
- Complying with OSH workplace policies and standards.
- Contributing to the identification of OSH issues within the workplace and ensuring they are dealt with appropriately.

4. Quality Customer Service

- Assists with the proper handling of and response to requests.
- Ensures all service requests are met with a professional, customer friendly and timely response.
- Participates in problem identification including symptoms, causes and effects.
- Uses discretion in an appropriate manner in dealing with problems.

5. Team Work

- Works effectively as a member of the team.
- Contributes in a positive manner to the setting of goals and standards for the office.
- Uses interpersonal skills effectively in group and individual situations.

6. Relationship management

- Establishes and maintains effective communication with internal and external customers and stakeholders including:
    - Internal: District Personnel, Police National Headquarters and other police personnel.

- External: Crown Law Office, Department of Internal Affairs, Immigration Department, Inland Revenue Department, Official Assignees, Crown Solicitors, Customs Department, Financial Institutions and other government departments and organisations.
- Uses formal and informal networks and relationships to achieve objectives.

Additional Requirements

- Must have a relevant tertiary qualification and or 5 years or more of criminal investigation experience.
- Must hold a current first aid certificate in accordance with relevant NZQA standards.
- Must hold a class one full drivers licence.
- Must be able to obtain and maintain a top secret security clearance.
- Must be able to obtain and maintain the delegation of Authorised Officer.