



CANDIDATE INFORMATION PACK

VACANCY	DEPUTY SENIOR INVESTIGATOR
SALARY	£49,401 – £59,152 (GRADE B3) STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE- £49,401
STATUS	2 years fixed term
HOURS OF WORK	35 hours per week
LOCATION	Inverurie – working to a hybrid model of office and home with a requirement to travel across the North of Scotland and make visits to PIRC Hamilton office
CLOSING DATE	midnight on Sunday 21st June

The Police Investigations and Review Commissioner (PIRC) is currently seeking to recruit a **Deputy Senior Investigator** on a 2-year fixed term contract, based in Inverurie. The post incorporates a blended hybrid working arrangement from an office in Inverurie and home working, but with a regular requirement to travel across the North of Scotland and visit our Hamilton offices as necessary.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently reviewing the way the police handle complaints from the public.

Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

As a Deputy Senior Investigator, you will supervise an investigations team who will support the Commissioner and Head of Investigations in carrying out independent, effective and efficient investigations into serious incidents involving the police in Scotland. These can include investigations into deaths in police custody, death or serious injury following contact with the police or other criminal allegations against the police. You will be required to be on call, on a rota basis, and be prepared to work unsocial and extended hours and be prepared for overnight stays away from home, where required. An additional remuneration allowance is payable for this work.

Specific Duties:

- Lead investigations in accordance with relevant legislation and associated Regulations.
- Conduct and supervise investigations in accordance with legislative requirements, agreed operating procedures, protocols and guidelines.
- Ensure the efficient and effective management of resources allocated to investigations.
- Prepare accurate and timely reports as directed on any matter concerning PIRC investigations and its activities.
- Take witness statements, conduct interviews and prepare reports for the Commissioner, Crown Office and Procurator Fiscal Service and policing bodies operating in Scotland, as required.
- Contribute to the provision of a 24-hour on-call facility and be prepared to work unsocial and extended hours as required.
- Liaise with other agencies and personnel as required.
- Ensure that all correspondence, including enquiries and/or other processes, are allocated effectively and thereafter concluded within set time frames, having attained the highest possible standard.
- Participate in the PIRC career development and Performance Review Process; to appraise, assess and counsel staff as required; to make recommendations to senior management in respect of this activity, including highlighting specific training and career development needs and opportunities.

Success Profile

Success Profiles are specific to each job and they include the mix of skills, experience and behaviours candidates will be assessed on.

Experience

- Experience of managing investigations.
- Experience of managing a team by improving performance using constructive challenge, providing feedback and coaching skills, seeking support and advice from HR when needed.
- An ability to manage a team's workload, undertaking assessments and other investigations business.
- Experience in producing high quality reports, communicating findings and evidence clearly and concisely, with well-developed critical thinking skills.
- An ability to obtain information and use sound judgement to reach conclusions.

This experience may have been gained within organisations other than the police service and we would welcome applications from candidates with relevant experience from other organisations.

Applicants must hold a valid full UK Driving Licence.

Behaviours

Leadership – Level 3
Communicating and Influencing – Level 3
Delivering at Pace – Level 3
Making effective decisions – Level 3

You can find out more about Success Profiles Behaviours [here](#)

Security Checks

The successful candidate must undergo Non-Police Personnel Vetting (NPPV) Level 3 and Baseline Personal Security Scotland (BPSS) prior to appointment. Please see here <https://www.gov.uk/guidance/united-kingdom-security-vetting-applicant> to ensure you are aware of the requirements prior to submitting an application. Applicants should be aware that they are required to have lived in the United Kingdom for at least 3 years to meet the first element of the vetting requirements.

About Us

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the PIRC. These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Laura Paton, who is supported by the Director of Operations, overseeing a team of staff currently based in Hamilton.

Equality Statement

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC values of integrity, impartiality and respect. We, therefore, encourage and welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

For information on this vacancy please contact the Human Resources Department at jobs@pirc.gov.scot or call on 07342 080256.

How to Apply

Applications are submitted online and **you must provide a CV and Supporting Statement** (of no more than **1000 words**) which provides evidence of how you meet the skills, experience and behaviours listed in the Success Profiles above.

Artificial Intelligence (AI) tools can be used to support your application, but all statements and examples provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, and presented as your own) applications will be withdrawn and internal candidates may be subject to disciplinary action.

Please see our candidate application process guide for more information on acceptable and unacceptable uses of AI in recruitment.

Successful applicants will be invited for further assessment; this will consist of an interview and a presentation based on investigative experience.

We will provide feedback on request to candidates who attend an interview/assessment.

The closing date for applications is midnight on **Sunday 21st June 2026**.

Please continue to check your account on our recruitment portal as all applicants will have the status of the application updated on their account.

Please note we are unable to provide feedback on unsuccessful applications.