

CANDIDATE INFORMATION PACK

VACANCY	INVESTIGATOR
SALARY	£39,767 - £45,472 – (GRADE B2) STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE- £39,767
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 18th October

The Police Investigations and Review Commissioner (PIRC) is currently seeking to recruit an **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.

You will join an investigations team who will support the Commissioner and Head of Investigations in carrying out 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.

As an Investigator reporting to a Deputy Senior Investigator, you will be a member of a team carrying out independent investigations into the most significant incidents concerning the delivery of policing in Scotland.

Specific Duties:

- Undertake thorough and efficient investigations under the Act and associated Regulations in accordance with agreed standard operating procedures, protocols and guidelines.
- Obtain witness statements, conduct interviews and prepare reports for the Commissioner, Crown Office and Procurator Fiscal Service and policing bodies operating in Scotland, as required. Attend court, misconduct or other hearings for the purpose of giving evidence.
- Visit incident locations and assist with scene management, ensuring that all necessary action is taken to preserve and recover evidence where appropriate, on the instruction of a Deputy Senior Investigator or Senior Investigator.
- Contribute to the provision of a 24-hour on-call facility and be prepared to work unsocial and extended hours or shifts if required.
- Substantial travel may be involved throughout Scotland and the UK with some overnight stays away from home depending on the demands of the role.
- Ensure that all productions relating to enquiries are seized, recorded and lodged in accordance with procedures.
- Liaise with police and other agency personnel as required.
- Carry out any other duties commensurate with the role as instructed by line managers or as dictated by circumstances.

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

- Investigatory experience, or a background in an inspection, regulatory, enforcement or similar role.
- A strong analytical approach with a keen eye for detail when gathering evidence.
- Experience of conducting interviews.
- An ability to analyse and present information 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

Communicating and Influencing – Level 3

Working together – 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 guidance 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 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 18th October 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.