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| **Job Title:** | County Regional Discipline Officer(CFA Serious Cases)  | **Reports To:** | Head of Governance |

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| **Role Purpose:**  |
| * To support The FA Judicial Services Department and CFA’s on the management of County FA Serious Disciplinary Cases
* To provide guidance on the investigation process of Serious CFA cases
* To investigate some breaches of Serious CFA cases where appropriate
* To ensure Participants are educated in relation to matters affecting the integrity of the game at CFA level.
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| **Direct Reports:** | N/A |

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| **Key Accountabilities:**  |  |
| * To proactively and reactively conduct investigations into alleged breaches of Discrimination and Offences against Match Officials at CFA level.
* To guide CFA’s on an appropriate investigation course of action on a case by case basis
* To conduct investigative interviews and thorough reviews of all available evidence in relation to alleged breaches of FA Rules in relation to Discrimination and offences against Match Officials.
* Guide CFA’s on the Preparation of case files for prosecution.
* Ensure effective and thorough case file management for all investigations.
* Work in conjunction with members of the FA Judicial Services in the management of CFA Serious Discipline Cases
* Make recommendations on how investigations strategy and practice can be enhanced and made more timely and efficient
* Ensure that best practice is followed and further developed in relation to investigations into misconduct.
* Execute additional tasks as required in order to meet FA Discipline changing priorities.
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| **Essential Skills:** | **Desirable Skills:** |
| * Experience gained working in a regulatory law environment.
* Experience of the conduct and management of in depth investigations.
* Established investigative interviewing skills.
* Experience of case file preparation and management.
* Strong presentation skills.
* Good knowledge of English football including the professional and semi-professional game and the non-league Pyramid.
* Excellent written communication and report writing skills and a keen eye for detail
 | * Flexibility to work outside normal office hours if required
* Knowledge of the League pyramid
* General understanding of FA Rules and Regulations
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| **Enhanced CRC Check Required:** | NO |
| **Clean Full Driving Licence:** | YES |