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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. | |
| **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 |
| **Enhanced CRC Check Required:** | NO |
| **Clean Full Driving Licence:** | YES |