

JOB DESCRIPTION



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| Role title: | Digital Forensics Unit Technical Manager (Constable) |
| Grade and salary: | Police Officer/Police staff dependant |
| Hours: | 40 hours per week Monday to Friday 08:00 – 16:00 |
| Department or Division: | Crime Support |
| Location: | C Block Force Headquarters Ripley |
| Post reports to: | <p>Digital Forensics Unit Supervisor for all matters relating to the day to day running of the department.</p> <p>EMSOU FS Quality Manager for all Quality, BS EN ISO/IEC 17025 and Codes of Practice and Conduct matters.</p> |
| Suitable for job share or part-time: | Yes |
| Other considerations: | <p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>All applicants will be expected to be willing to work flexibly on occasions and at short notice due to operational requirements. This may involve evening and weekend working as the need arises and will attract appropriate overtime payments.</p> <p>The role requires successful applicants to undertake relevant training and obtain accreditation in a variety of technology based forensic disciplines. This is essential to the role and progression through the career grade scheme.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the force drug testing policy.</p> <p>The department is accredited to BS EN ISO/IEC 17025 and all members of the team will be required to work towards maintaining and developing this.</p> <p>Please note that the examination of digital devices can sometimes require the examiner to view and grade distressing images and videos of children in a variety of</p> |

difficult and distressing situations. Due to the nature of the work outlined above all staff will be required to attend a mandatory support session on at least an annual basis.

Date last reviewed:

September 2021

PURPOSE AND DESCRIPTION OF JOB ROLE:

To support Derbyshire Constabulary in maintaining and developing accreditation to BS EN ISO/IEC 17025 (General Requirements for the Competence of Testing and Calibration Laboratories) across our Digital Forensic Unit services, extending the scope of accreditation moving forwards and continually improving the service to our customers.

To support the attaining of accreditation to the Forensic Science Regulator's Codes of Practice and Conduct.

To be responsible for the technical operations and quality of all laboratory activities.

SPECIFIC ROLES AND RESPONSIBILITIES:

Overall responsibility ensuring that the Digital Forensics Unit adheres to the technical requirements of both BS EN ISO/IEC 17025 and the Forensic Science Regulator's Codes of Practice and Conduct.

To be a member of the Digital Forensics Unit management team.

To be the technical lead in relation to Digital Forensics activity within Derbyshire Constabulary.

To advise the Digital Forensics Unit Supervisor and stakeholders on technical matters and strategy in relation to the Digital Forensics Unit's day to day operations.

Responsibility for all technical matters in relation to the EMSOU-FS Quality Management System for Digital Forensics.

Responsible for the development and maintenance of Technical Standard Operating Procedures (SOPs) within the Digital Forensics Unit and their compliance thereof.

Conduct, oversee and peer review technical reports produced within the Digital Forensics Unit and by external providers.

To provide scientific technical evidence and attend court as an expert witness as required.

Organise, develop and maintain validation and test/calibration processes to ensure all equipment and methods used in the Digital Forensics Unit are fit for purpose.

To oversee and evaluate the Digital Forensics Unit and technical staff participation in external proficiency testing schemes.

Ensure the competency of all technical staff by identifying training needs, performing mentoring as required and documenting evidenced competency assessments.

To identify the root causes and resolve all non-conformances identified; be that during internal or external audits, by the customer or through normal working practice.

Maintain full competency in all aspects of Digital Forensics Investigations (as specified within the Quality Manual).

Evaluate the risk of non-conformance; and where absolutely necessary enforcing the suspension and/or resumption of all technical operations within the laboratory.

To withhold examination reports/statements where necessary, following the identification of non-conforming work.

To contribute to policy development and undertake projects and initiatives.

Need to attend external meetings/conferences/workshops as required.

Requirement to participate in regular internal and external mandatory counselling sessions.

Occasional requirement to work in different locations.

Requirement to undertake refresher training as and when required.

This role profile indicates the key activities of the post and does not restrict the post holder from performing other duties. Additional duties may be agreed on an individual basis and recorded.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Previous experience of the development of Standard Operating Procedures.
- Be able to demonstrate advanced competency in digital device examinations.
- Excellent report writing and IT skills.
- Must hold a full driving licence or be able to travel as required by the position.

Desirable:

- A minimum of five years' experience in the field of Digital Forensics.
- Experience of working in a BS EN ISO/IEC 17025 and Forensic Science Regulator's Codes of Practice and Conduct environment and attaining/maintaining the accreditation of these standards.
- Previous managerial experience in a Digital Forensics environment.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.