

# JOB DESCRIPTION



<b>Role title:</b>	EMSOU-FS Operations Manager
<b>Grade and salary:</b>	Grade M (£42,207 - £49,602)
<b>Hours:</b>	37 Hours per week
<b>Department or Division:</b>	EMSOU-FS CSI
<b>Location:</b>	CSI Strategic base within the regional area
<b>Post reports to:</b>	Head of Operations (CSI)
<b>Suitable for job share or part-time:</b>	No
<b>Other considerations:</b>	Casual Car allowance will be applicable. Successful applicants will need to undergo MV+SC vetting. All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
<b>Date last reviewed:</b>	March 2023

## PURPOSE AND DESCRIPTION OF JOB ROLE:

To provide leadership and first line management to the Regional Crime Scene Investigation Team to ensure a holistic approach is undertaken to deliver an effective local and regional service by maximising the forensic opportunities to aid the investigative and criminal justice processes.

To provide operational efficiency, specialist technical and tactical advice to EMSOU-FS SMT and key stakeholders and customers, in respect of units under management, ensuring continuous improvement and exploitation of current and future innovations.

## SPECIFIC ROLES AND RESPONSIBILITIES:

### Management:

- Provide strong visible leadership including appraisal, recruitment, discipline, target setting and performance monitoring, training and development and sickness monitoring
- Identify, deliver, and facilitate technical and corporate training in line with individual continuous professional development requirements and operational needs
- To comply with the requirements detailed within ISO 17020 and the FSR Codes of Practice and Conduct. To support the implementation of these standards and the delivery and continued maintenance of accreditation across the CSI functions

- Maintain career development profiles, training records, monitor and assess staff competence against agreed Technical Procedures and Work Instructions and perform dip sampling; addressing individual performance needs as they arise
- Deliver and act upon management information in relation to effectiveness and performance through the production of reports, business cases and statistical data with a focus on regional and force priorities
- Engage with Customers and Stakeholders for the effective joint production and delivery of Forensic Strategies, considering investigative priorities, resources allocation and Health and Safety of staff, colleagues, and the general public
- Represent the East Midlands Region and EMSOU-FS at Regional and National meetings and conferences, influencing and exploiting developments to enhance reputation and ensure continued professional progression
- Work with Senior Managers to identify opportunities to develop capabilities, exploit innovation and deliver efficiencies, whilst demonstrating value for money
- Provides effective leadership to teams during change programmes whilst supporting and motivating staff to problem solve and promote good practice

### **Specialist:**

- To ensure that the operational needs of each force are serviced, addressing tactical issues, whilst being flexible and responsive to changing priorities ensuring that there is active CSI involvement in the tasking and co-ordination processes
- To provide Crime Scene Coordination to complex, serious and major crime scenes, ensuring the effective delivery of crime scene examination strategies whilst maximising forensic opportunities for the investigative process, forming a part of the Forensic Management Team for major investigations
- To support the work of EMSOU-SOC, and other regional specialist units using covert tactics, provision of advice and guidance and to participate in operational tasks across the region as required
- To coordinate and advise on specialist CSI work streams such as DVI, CBRN, etc.
- To ensure the appropriate and proportionate deployment of CSI staff whilst responding to changing operational demands and priorities
- To assess, provide advice, guidance, and direction to investigators for forensic submissions ensuring maximum evidence is gained and value for money achieved in conjunction with EMSOU-FS policy and procedures
- Participate in a call out rota for Regional Crime Scene Coordination and cover operational work in accordance with a 7-day pattern
- To carry out appropriate and timely Risk Assessments in line with force and regional Health and Safety policies and National Legislation
- To ensure that the CSI equipment, estate, vehicle fleet and consumables are current, fit for purpose and available and where required, liaise with internal and external partners
- To attend Court as required, providing evidence and justification on actions, decisions, findings, and conclusions

**General:**

- To uphold the EMSOU Values and behaviours
- To carry out any other duties, reasonable and commensurate with the grading and level of responsibility of the post

**SKILLS AND EXPERIENCE REQUIRED:****Essential:**

- Have depth and breadth of knowledge, skills and experience in crime scene examination and related forensic processes
- Be a qualified and experienced CSI and Crime Scene Manager
- Have proven ability to supervise, motivate and manage staff considering their personal development and welfare issues
- Able to monitor and analyse data, form conclusions, and make recommendations providing both written and verbal reports
- Can negotiate and influence discussions, decisions and change with internal and external partners and agencies
- To hold a full UK driving licence, access to own transport for work purposes and the ability to pass the Police driving test for the CSI Fleet
- To be physically fit enough to work in environments such as at heights, in confined spaces and uneven surfaces. Be flexible in terms of base and be prepared to work peripatetically across the regional area
- Able to keep up to date with current developments and future innovations in forensic related matters
- Experience of the recruitment and selection process of staff
- Ability and willingness to be flexible and adapt to changing work situations and workloads to deliver in a timely manner

**Desirable:**

- To be a fully qualified and an experienced Crime Scene Co-Ordinator (including application at level 2 crime)
- To hold a management or related Scientific Qualification
- To hold an assessor qualification e.g. Level 3 Award in Assessing
- To hold a Health and Safety Risk Assessor qualification or higher
- Experience of using computer systems to include Microsoft Office Suite, Case Management, Command and Control and other Police systems
- Experience and knowledge of training needs analysis and delivery
- Experience of implementation of, or compliance to ISO17025 or 17020
- To be a trained auditor in accordance with ISO17025 or 17020

## 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 create 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.