JOB DESCRIPTION

Digital Forensic Technical Manager

Post Number:	H1775
Grade:	PO32 - £33,618 - £36,369
Weekly Hours:	37
Department:	Digital Hub – Digital Forensics Unit
Status:	Established
Responsible To:	Digital Forensics Unit DS
Responsible for:	N/A
Location:	Leicestershire Police Force Headquarters, Enderby
Job Role /Purpose:	To deliver an effective and efficient, high quality digital service to Leicestershire Police, the community and the Criminal Justice System (plus other forces within the East Midlands region as required), through the development of staff, methods and processes, in adherence to ISO17025 standards and the Forensic Science Regulator's Codes of Conduct.
	This covers all technical aspects and quality of laboratory activities for digital forensics including computers, mobile devices, electronic storage devices and CCTV.
Contacts:	Peers within Digital Hub, EMSOU-FS colleagues, senior police officers, other members of the force, external law enforcement agencies, CPS, partner agencies and suppliers.
Health and Safety:	To comply with the health and safety policy and its associated procedures, and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Equality and Diversity:	Actively advance diversity/equality, work towards eliminating discrimination, harassment and victimisation, and foster good working relationships between all people.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA
A clear definition of the necessary criteria.

Qualifications:

- Educated to degree level in Forensic Computing/Computer Science or proven substantial relevant experience in this field.

Work Experience:

- Experience of digital device examinations to an advanced level of competency.

- Extensive experience in the use of a wide range of IT systems gained in a forensics role, including a good understanding of computer architecture, hardware and protocols.

- In depth knowledge and experience of International Standards and relevant guidance material: BS EN ISO/IEC 17025:2005 and the Forensic Science Regulators Codes of Practice.

Personal / Interpersonal Skills, Aptitudes:

- A high level of self-motivation with an ability to take personal responsibility for proactively problem solving and working on own initiative.

- An understanding and commitment to Continuous Professional Development, ensuring technical competencies and expertise are kept up to date with industry developments.

- A confident communicator in both verbal and written skills including report-writing, with a personable, professional manner and the ability to interact and relate to all levels of staff and officers.

- Highly developed interpersonal skills, with the ability to build and maintain good working relationships with all appropriate internal and external stakeholders.

- Ability to effectively absorb technical information, evaluate, prioritise and respond to changing operational situations.

- Adopt a methodical approach to detail whilst working to strict procedures and protocols, identifying and recommending improvements where necessary.

* Reasonable adjustments will be considered under the Equality Act 2010.

DESIRABLE CRITERIA
Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

- Hold a recognised Computer Forensics qualification or have completed recognised Foundation, Intermediate and Advanced courses in digital forensic disciplines.

Work Experience:

- Have knowledge and experience of working in and leading a team in a recognised quality management, digital forensics or other heavily regulated and audited environment.

- To have worked within a police environment and have an understanding of the investigative role.

Special Skills:

- Specific skills in one or more software applications: Magnet Axiom, Adobe Premiere Pro, DVR Examiner and Amped Five.

Other:

- To hold a full UK driving license.

* Reasonable adjustments will be considered under the Equality Act 2010.

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

The core responsibilities of the post holder are to:

Deliver and maintain ISO17025 accreditation across the Digital Forensics Unit (DFU), in line with the Forensic Science Regulators Codes of Conduct, legislation and local, regional and national policy. Ensure that all aspects of the Quality Management System (QMS) are adhered to within digital forensics.

Deliver continuous improvement of DFU performance, including the completion of and corrective actions arising from internal Audits, general problem solving, and trend analysis.

Maximise opportunities to use and develop best practice, working with other police forces and the private sector.

Management/Leadership:

Be the force lead on technical matters in relation to the EMSOU-FS QMS for digital forensics, leading on digital forensic activity within Leicestershire Police.

Provide services as a technical SPOC and/or Expert in the area of specialism synonymous with the role as appropriate.

Ensure the competency of all technical staff is maintained by identifying training needs and performing mentoring as required, documenting evidenced competency assessments in a timely manner.

Evaluate the risk of non-conformance and enforce the suspension and/or resumption of technical operations within the DFU where necessary.

Withhold examination reports/statements following the identification of non-conforming work where necessary.

Technical:

Develop and maintain Forms, Working Instructions, Technical Procedures and other relevant documentation regarding forensic tools and equipment.

Develop and maintain Validation and test/calibration processes to ensure that all equipment and methods used in the DFU are fit for purpose.

Investigate technical anomalies and discrepancies arising from forensic tools and methods in the lab / area of specialism synonymous with the role, liaising with providers where necessary, to identify

root cause and significant implications for other cases, presenting findings as evidence where necessary.

Develop and maintain Quality Check processes such as peer review, to ensure non-conformances are negated or limited, quality is enhanced and efficiency is optimised in the lab / area of specialism synonymous with the role.

Communication:

Develop working practices and processes with the DFU supervisors and communicate changes to staff.

Advise DFU Supervisors and stakeholders on technical matters and strategy, including emerging technologies to be assimilated, integrated and introduced within the department.

General:

Maintain competency and be available where necessary to conduct examinations / investigations commensurate with the relevant job description(s) relating to your role as either an Analyst or Technician.

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Personal Values / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here :   Competency and Values framework

    We analyse critically
    We are innovative and open-minded
    We are emotionally aware
    We take ownership
    We are collaborative
    We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

    Integrity
    Impartiality
    Transparency
    Public Service

OTHER
Security Check Levels refer to vetting for the specific levels that relate to this job role: Management Vetting (MV) Due to vetting requirements, all candidates must have 5 years continuous UK residency at the point of application.