



Derbyshire Constabulary

Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

Closing Date	Please note late applications cannot be accepted.
HR Service Centre Contact	recruitment@Derbyshire.pnn.police.uk 0300 122 890
Role Title	Assistant Identification Officer
Grade and Salary	D to I Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply.
Hours	37 hours per week. (Monday – Sunday)
Suitable for job share or part time	No
Department or Division	Regional Identification Bureau – EMSOU-FS
Location	The Arrow Centre, Hucknall, Nottinghamshire.
Post Reports to	Central Services Manager - Biometrics
Other Considerations	This post will service a 5 force collaboration of Derbyshire, Lincolnshire, Nottinghamshire, Northants and Leicestershire. Required to participate in weekend working on a rotational basis for which the appropriate enhancements will be paid. 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. All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.

Please note that applicants who are currently or who may be in the future subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply.

EQUALITY COMMITMENT

Derbyshire Constabulary is committed to equality and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

Derbyshire Constabulary has been awarded the Work Life Balance standard and can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

Purpose and Description of Role:

To work within the Regional Identification Bureau Unit responsible for the service delivery of an extensive range of specialist technical and administrative functions.

To provide non reporting support to the Region's Identification Bureau and undertake requisite training and development as and when required to do so with the opportunity to progress to expert status (this will be dependent upon requisite standards being met).

To providing specialist advice and knowledge to peers, management and regional service users within the remit of the role.

Specific Role Responsibilities:-

The post holder will be required to:

- Undertake administration activities on a day to day basis.
- A requirement of this role will be to successfully complete all the elements contained within the National Fingerprint Learning programme to the required standards.
- Use the national IT fingerprint applications (Including Livescan in Custody) efficiently and effectively ensuring best practice is strictly adhered to.
- Examine and process fingerprints and scene of crime marks in line with bureau policy and within agreed quality standards, carrying out relevant searches either manually or electronically.
- Responsible for the processing of all volume case work and associated checks.
- To assist with the processing of major crime case work as directed by Mentors, Reporting Officers and the Biometric Manager.
- Challenge established processes to ensure the regional forensic services maximises performance by using innovative, challenging and effective processes establishing best practice to the benefit of the forensic science community.
- Ensure the data integrity with regards to fingerprint identifications for all Police systems including five regional Crime Management systems and nationally PNC, Ident1 and Custody.
- Provide a voice for the bureau and region as and when required with proven technical expertise, knowledge and experience in the service provision of identification services within policing.
- Attend scene of crimes and mortuaries as and when required liaising with Reporting Officers and the Biometric Manager to establish and carry out an effective fingerprint examination and recovery.

- Participate in the introduction and implementation of any future fingerprint systems and processes within the region.
- To ensure that the BSENISO 17025 accreditation is maintained including undertaking audits as and when required
- To carry out any other duties reasonable commensurate with the grading and level of responsibility of the post
- To uphold the EMSOU Values and behaviours and the Codes of Practice as issued by the Forensic Science Regulator.

Skills & Experience required:-

Essential:

- A minimum of 2 'A' levels and GCSE English and GCSE Maths at grade C or above, or able to demonstrate two years' experience at an equivalent level.
- Demonstrate experience of working in a pressurised environment which required attention to detail whilst undertaking repetitive tasks and maintaining accuracy to meet deadlines.
- Sound knowledge of the fingerprint and forensic process and how it contributes to crime investigation and the criminal justice system.
- Demonstrate excellent verbal and written communication skills at all levels.
- Demonstrate the ability to solve problems and making reasoned decisions.
- Be self motivated with the ability to work on own initiative, with demanding workloads and deadlines.
- Demonstrate an understanding of computer systems particularly in the forensic and policing arena including Ident1 and the use of Microsoft Office packages.
- Posses a full UK driving licence.

Desirable:

- To have successfully passed the nationally recognised advanced level fingerprint professional qualification and/or successfully passed foundation or intermediate level fingerprint courses at part of the National Fingerprint Learning programme and to be able to demonstrate extensive relevant experience.
- Practical knowledge in the use of computer systems to include national fingerprint systems and processes surrounding Livescan within a Fingerprint Bureau.
- Knowledge of ISO 17025 quality standards relating to the Identification Bureau.
- Knowledge of forensic case management systems and remote transmission and their benefits.
- Knowledge and experience of training and requirements regarding fingerprints.

Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills.

PERSONAL QUALITIES

The post holder will be assessed for appointment against the following personal qualities. Derbyshire Constabulary's staff are assessed against these qualities.

Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required
Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public
Working with others	Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions

Specialist Knowledge

Assessment will also involve experience / knowledge specific to the role as outlined below:-

Regional Identification Bureau	Demonstrates broad experience of Forensic processes and service delivery, understanding the contribution of forensic science to operations. Able to relay complex technical information confidently and simply to lay audiences and peers. Demonstrates professionalism and knowledge within the region.

Prepared by: Jane Bunting
 Checked by:
 Date: 20th February 2018