



## **Job Description**

### **Regional Digital Forensic Technician**

<b>Post Number:</b>	XS573
<b>Grade/Scale:</b>	Grade 5 (£24,576- £26,565) ( <i>Subject to current Job Evaluation</i> )
<b>Weekly Hours:</b>	37
<b>Department:</b>	Digital Forensics Unit
<b>Location:</b>	Vicinity of Jnc.27 (of M1)
<b>Status:</b>	Established
<b>Responsible To:</b>	Technical Team Leader
<b>Job Role/ Purpose:</b>	<p>To recover forensic data from digital media, mobile phones and other analogue and digital systems associated with digital forensic investigations and provide evidence to the criminal justice system.</p> <p>Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK at the point of application, to be eligible to apply.</p>
<b>Health and Safety:</b>	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.
<b>Contacts:</b>	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

## **Person Specification**

### **Knowledge, Skills & Abilities**

#### **Essential Criteria**

*A clear definition of the necessary criteria.*

#### **Knowledge/ Education** (including qualifications):

- Qualified to a minimum of BTEC, City & Guilds or equivalent in Digital Forensics, Computer Science, Electronic Engineering, or equivalent

- To have GCSE Grade C/Level 4 or above in English Language, Maths and Science or have the ability to work at that level

### **Work Experience:**

- Experienced within a Digital or Computer related environment and can demonstrate experience of working with mobile phone technology
- Have a working knowledge and experience of assorted Digital Investigations and related products
- Experienced of working in a team, within a customer focused environment

### **Personal / Interpersonal Skills, Aptitudes:**

- The ability to work to strict procedures and protocols, in a confidential environment
- Able to communicate effectively (both written and verbal) regarding technical issues to non-technical staff
- A Professional attitude to be able to deal with content of an unpleasant and/or disturbing nature
- Meticulous in attention to detail
- Proficient in applying knowledge and experience in technical problem solving

### **Special Skills:**

- The ability to adapt to new technology within the digital forensic arena and to develop skill base accordingly

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

## **Desirable Criteria**

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

### **Knowledge / Education:**

- Possession of an HNC/ HND or higher in Digital Forensics, Computer Science, Electronic Engineering, or equivalent
- Good working knowledge of Microsoft Office (Word, Excel, PowerPoint and associated applications)
- Working knowledge of the Computer Misuse Act and Data Protection Act

### **Work Experience:**

- An understanding of operational Police work and to be able to prepare written statements suitable for court purposes.
- Previous experience of presenting evidence in a Court of Law.
- To have experience of working in a quality management environment and / or ISO 17025

### **Special Skills:**

- Certification in key digital forensic technology such as Cellebrite UFED, MSAB XRY, EnCase, FTK or similar
- Working knowledge of a range of operating systems such as Windows, OS X, Android, iOS, Linux

- Working Knowledge of computer networking

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

## Core Responsibilities/ Accountabilities

### Operational:

Carry out forensic examination of digital media and devices. Where appropriate secure, retrieve and report on data in accordance with national guidelines, utilising proprietary software.

Process recovered data into a form suitable for investigators to examine for evidential content.

Prepare reports and statements of evidence in respect of completed cases and attend court or other statutory hearing as a witness as and when required.

Work within a Regional Organised Crime Unit (ROCU) to support complex investigations in relation to Serious and Organised Crime, Major Crime, and other investigations as appropriate.

Carry out scene deployments as and when required to preserve, record, photograph and recover forensic evidence as designated.

Take responsibility for the care of all tools and equipment utilised within the role whilst working within accepted Health and Safety working practices.

Undertake any other task which reasonably corresponds to the general nature and character of the post and is commensurate with its level of responsibility.

Undertake delegated tasks from the Technical Team Leader and support Digital Forensic Specialists in the examination of digital media and devices.

Forensically examine mobile phones in line with regional policies as allocated by the Technical Team Leader.

Identify which mobile phones should not be examined at a kiosk level and which mobile phones should be sent for expert examination at DFU.

Provide a single point of contact and support for trained mobile phone triage/assessment personnel and identify devices that require escalation to the DFU.

Undertake imaging and pre-processing requirements for computer-based exhibits in line with regional policies.

Undertake all ISO 17025 accredited activities in compliance with the ISO 17025 standards and the FSR Codes of Practice and Conduct as applicable.

### Management/Leadership:

This role has no direct management/leadership responsibilities however, there is an expectation that the post holder, working as a member of a team will provide peer support to colleagues.

Contribute to the development of the DFU at EMSOU as required by the Technical Team Leader.

### Communication:

Work as part of a technical team to develop approaches to the examination of digital intelligence and evidence.

Regularly liaise with non-technical customers to understand their requirements and provide advice and guidance.

Produce comprehensive reports both verbal and written relating to data recovered from digital media investigations.

Present evidence in court in a clear and intelligible manner

**Administration:**

Maintain records in accordance with departmental and EMSOU procedures.

**General:**

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the East Midlands, undertaking a similar role.

Embrace the values of EMSOU and its partner in Quality Management EMSOU-FS.

**Other:**

Full current driving licence\*

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

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**Personal Values /Competencies**

The competency and values framework set 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)

Security Check (SC)

\*Due to the nature of the above security checks - must have 5 years continuous residency in the UK

**Car User:** No