

JOB DESCRIPTION

SENIOR MANAGER



Role title:	Compliance and Accreditation Transformation Lead
Grade and salary:	0 - £50,652 - £57,660
Working hours / shift pattern:	37 hours
Additional allowances:	None
Location:	Ripley, Headquarters / Agile
Post reports to:	Assistant Chief Officer/Senior Accountable Individual
Suitable for job share or part-time:	Yes
Other considerations (e.g. Travel)	<p>Normal working days are Monday to Friday but there will be a requirement to work flexibly to meet operational needs</p> <p>All successful applicants will be required to submit themselves for drug and alcohol testing in line with the Force's Drug and Alcohol Policy.</p>
Date last reviewed:	May 2023

PURPOSE AND DESCRIPTION OF JOB ROLE:

To lead the transformation required to achieve compliance to the FSR code and associated accreditation. This will include the implementation of a quality management team, software programs and building of new accommodation. Once formed this will then require managing and making sure new and existing activities remain accredited.

To ensure all of the required forensic science activities within the organisation are quality controlled effectively and risk to the criminal justice system is effectively managed.

SPECIFIC ROLES AND RESPONSIBILITIES:

People Management

- Ensure managers and teams understand organisational goals and initiatives. Encourage a culture of improvement and innovation whilst maintaining effective performance and high standards of service to the public.
- Evaluate the effectiveness of line managers and hold each one accountable for their managerial activity and performance.
- Build and sustain effective relationships. Create alignment, remove barriers, improve communication and facilitate effective collaboration with other teams and agencies.

- Manage the performance of multiple teams through budgeting, resourcing and project planning. Evaluate the overall effectiveness of individual units, and re/deploy resources to improve performance.

Operational

- Manage the performance of multiple teams through budgeting, resourcing and project planning. Evaluate the overall effectiveness of individual units, and re/deploy resources to improve performance.
- Manage a newly introduced quality management team and lead the transition between quality management systems, ensuring compliance to the Code and current scope of accreditation is maintained.
- Embed a quality culture across the organisation, bringing together a variety of forensic science activities into a quality controlled and accredited delivery function.
- Work with an external provider to design and manage the build of a bespoke accredited services building with a number of specialist forensic features.
- Transform the current archaic infrastructure into fit for the future cloud first platforms for data storage, data management, machine learning and automation.
- Represent the organisation nationally across a number of key forensic functions, including leading national portfolios and workstreams.
- Ensure the implementation of quality controls and Code compliance is operationally viable, reducing investigation times and delivering excellent services the communities we serve.
- Work directly with the Forensic Science Regulator and external consultants to develop a viable and cost managed road map for achieving compliance to the Code and accreditation.
- Manage a transformation budget of approx. £5million ensuring cost effective decision making, exploring income generation and cost neutral investments as required.
- Liaise with a number of key stakeholders both internally and externally to the organisation to effectively lead the scope of change required, ensuring transparency throughout delivery.
- Report directly to the Senior Accountable individual, effectively raise and manage risks associated with the delivery of forensic science activities and provide regular reporting on transformation progress.
- Work with other senior leads and chief officers to ensure the transformation meets the requirements of the organisation using the vision and values to define aims.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Hold a degree in a forensic or a policing discipline or equivalent experience
- Experience of leading and managing in senior in a multi-functional team across a large complex organisation
- Formal project management qualification
- Experience of working in an ISO Accreditation environment or equivalent audited environment
- Experience of delivering multi-faceted change programmes across a large complex organisation
- Proven knowledge of the Forensic Science Regulators Code of Practice

Desirable:

- Experience of procuring and implementing software systems
- Experience of leading collaboration across external organisations
- Experience of coordinating the implementation of new facilities
- Experience of working in an operational law enforcement agency