**Staffordshire Police - Role Profile**

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| **Forensic Services Supervisor** |

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| **Grade/Rank:** | Grade F |
| **Directorate:** | Specialist Crime Command |
| **Reports to:** | Forensic Services Coordinator |
| **Direct Reports:** | Forensic Services Officers |

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| **Role Purpose** |
| Forensic science is used to support the investigation of crime. It can be used to provide evidence to support or refute an allegation, a version of events, and a person’s involvement in an offence. The Forensics Department is committed to providing quality, objective, timely and effective forensic services to inform investigations, identify offenders, safeguard victims and witnesses, and streamline justice through good and early case management. This is achieved by:   * Designing and delivering effective forensic strategies for each and every case that we are involved in * Delivering all forensic examinations using recognised, validated and robust techniques * Maintaining qualifications and competence to deliver techniques * Maintaining and following documented procedures that reflect best and validated practice * Being committed to and complying with the ISO/IEC 17025, 17020 and the Forensic Science Regulators Codes of Practice and Conduct   **The primary purpose of this role is to supervise forensic case management tasks performed by Forensic Services Officers; supporting forensic functions by managing contracts, systems, finance, logistics and continuity.**  **This role is the lead for a drugs service desk, crime scene and custody biometrics processing, intelligence generation, forensic database interrogation and related match reporting.** |

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| **Key Tasks and Responsibilities:** |
| * Work allocation for Forensic Services Officers according to skills and competency * Running a drugs service desk which provides support and advice for analysis of drugs and facilitating rapid testing * Serious Acquisitive Crime lead; feeding back to Forensic Investigators, leading on DNA match reporting, Forensic Intelligence Package development and Forensic Outcome Tracking via NicheRMS; Maintain good relationship and links with the Knowledge Hub for intelligence provision * Act as technical owner of the DNA match reporting process including intelligence searches; ensuring DNA matches are processed promptly, correctly and lawfully * Custody lead – PACE DNA, FWR scanner implementation, tenprint processing, RT Tox analysis, CPIA management and custody training * Supplier monitoring – Monitor external Forensic Service Provider performance against contract or SLA, providing constructive feedback and pro-actively resolving issues that may arise; report on supplier performance through WIP & TRT monitoring, manage & attend supplier meetings providing feedback from FCMAs and FCMOs, quality action progress monitoring * Exhibit Management – develop seemless process between property & forensics, manage quality of exhibit management * Conduct financial analysis and report on trends in spending * Monitor & manage NicheRMS tasks for the Forensic Case Management team, ensuring all tasks are captured and processed * Responsible for force biometric sample processing under the appropriate Government legislation and Biometrics Commissioner Regulation, Provide figures and feedback to the Biometrics Commissioner’s office * Force lead on Forensic Information Databases ensuring compliance with the appropriate data protection legislation; act as the force SPOC for the Forensic Information Databases Service team; providing figures for national collation, managing the Vulnerable Persons DNA Database (VPDD) and Missing Persons DNA Database (MPDD) retention for Staffordshire * Monitor and manage individual performance, mentor staff to support their CPD and maintaining competence, conduct peer review where required |
| And to be accountable for: (ie responsibilities held by others but measured and owned by this role)  Lawful handling and retention of biometrics  Following and maintaining up to date Standard Operating Procedures (SOPs)  Raising and accurately recording non-conformances and other associated actions  Proactive quality action management and resolution  Ensuring sufficient capacity of competent staff available  Manage individual staff performance  Staff welfare  Up to date policy and procedures  Ensuring forensic facilities are secured from unauthorised access |

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| **Behaviours** | | | |
| The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.  This role should be operating at the following levels: | | | |
| **Resolute, compassionate and committed** | | | |
| We are emotionally aware | 2 | Valuing Diversity | 2 |
| Managing Sensitivities/Political Savvy | 2 |
| We take ownership | 2 | Customer Service | 2 |
| Maintaining Accuracy/Sustainable Working | 2 |
| **Inclusive, enabling and visionary leadership** | | | |
| We are collaborative | 2 | Partner working | 1b |
| Managing Complexity/Strategic Planning | 2 |
| We deliver, support and inspire | 1b | Self-Leadership | 1b |
| Supporting Colleagues/Coaching & Mentoring | 1b |
| **Intelligent, creative and informed policing** | | | |
| We analyse critically | 2 | Problem Solving | 2 |
| Situational Judgement | 1b |
| We are innovative and open-minded | 1b | Continuous Improvement | 1b |
| Futurology | 1b |

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| **Education, Qualifications and Experience** | |
| **Essential:** | **Desirable:** |
| Recent previous experience within a forensic environment preferably as a Forensic Scientist, Scenes of Crime Officer or Forensic Submissions Advisor / Officer; ideally alongside a recognised qualification.  A good understanding of police procurement of outsourced forensic services; monitoring contracts and suppliers, monitoring finance, monitoring and reporting against performance indicators  Experience of working to multiple deadlines and delivering results through effective planning and organising, demonstrating the ability to prioritise own time and workload and work methodically and accurately even under pressure, and with minimal supervision.  Ability to build and maintain effective working relationships with members of own team and others particularly external agencies/partners and suppliers; demonstrating excellent negotiating, communication and interpersonal skills being able to handle issues in an objective and where required, assertive manner.  Demonstrate the ability to work calmly and accurately under pressure, displaying attention to detail, thoroughness in approach and concentration for long periods of time.  Experience of working as part of and leading a team and can evidence the ability to motivate, develop and guide the performance of others, whilst holding them accountable in line of organisational policies and objectives utilising a performance development process. | Previous line management experience |

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| **Skills Matrix (See Skills Matrix)** | | | | |
| **Essential:** | **Desirable** | | | |
| * Scientific and / or forensic discipline experience and skills * Highly organised * Excellent communication and problem-solving skills * Ability to obtain and assimilate scientific technical advice to address issues * Maintaining accurate records; in particular note taking * Proficient in use of Microsoft Office & force systems |  | | | |
| **Leadership Passport Level** |  | 1st Line Mngrs |  |  |
|  | 2 |  |  |

\* Indicates that training will be provided as part of the role in this skill

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| **CPD Requirements** |
| Maintain knowledge and understanding of the HO Biometrics Programme including any developments with biometric sampling, databases and match reporting  Maintain a working knowledge and understanding of quality standards, relevant legislation and criminal justice requirements  Keep aware of latest research and development and standards that may be relevant to DNA, footwear and fingerprint evidence |

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| **Professional Registration/Licences** |
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| **Special Conditions** | | | | | |
| Own car for business use | Yes | | | | |
| Requirement to wear Uniform | Optional | | | | |
| Requirement for post entry training | Yes and ongoing competency demonstration | | | | |
| Hours | 37 hours per week Monday - Friday  Cover office hours 08:00 – 16:30 with colleagues | | | | |
| Weekend working expected | No | | | | |
| Elimination Samples | A requirement to provide Fingerprint and DNA elimination samples that will be held on relevant secure databases; managed and maintained in line with relevant policy. | | | | |
| Welfare | The post holder will work within an environment where they may be exposed to distressing scenes or material.  Welfare support networks are in place if required. | | | | |
| On call/standby rota | No | | | | |
| Flexitime Role | Yes | | | | |
| Notice Period |  |  | 1 month |  |  |

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| **Agile Profile (See Agile Matrix)** | | | | | | |
| Base | Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 1 | 3 | 5 | 1 | 4 | 2 | 3 |