



Staffordshire Police - Role Profile

Forensic Services Supervisor

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

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.



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 FCMA's and FCMO's, quality action progress monitoring
- Exhibit Management - develop seamless 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

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

Education, Qualifications and Experience

Essential:

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

Desirable:

Previous line management experience



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.

Skills Matrix (See Skills Matrix)

Essential:

- 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

Desirable



<ul style="list-style-type: none"> Maintaining accurate records; in particular note taking Proficient in use of Microsoft Office & force systems 				
Leadership Passport Level		1 st Line Mngrs		
		2		

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

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

Professional Registration/Licences

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	



Agile Profile (See Agile Matrix)

Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	3	5	1	4	2	3