Staffordshire Police - Role Profile

Digital Forensics Media Technician

Grade/Rank:	Grade E
Directorate:	Investigations Directorate
Reports to:	Digital Forensics Media Supervisor
Direct Reports:	N/A

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 Regulator's Codes of Practice and Conduct.

The primary purpose of this role is to deliver local forensic digital services including; CCTV, Mobile Devices; providing support to Officers and the Forensic Investigation Team.

Key Tasks and Responsibilities:

As a member of the Forensics team the post holder will have responsibility for delivering excellence in the field by:

- Complying with the Forensic Science Regulator's Code of conduct. Meet and maintain legislative and quality standards requirements as set out by both national guidance and the Forensic Science Regulator. This includes documenting procedures, competence assessments, peer review and audits to deliver a culture of continuous improvement.
- Being an integral part of the Forensic Investigation team, supporting the management and delivery of an operational caseload, working with police, police staff, external partners and other associated agencies on a day-to-day basis.

- A technical ability to extract digital data or analogue recorded images into a format that can be viewed for investigation and evidential use within the criminal justice system.
- Assessing and giving advice on the seizing of CCTV equipment.
- Producing evidential hard copy images from digital and analogue recording devices.
- Installing loan CCTV equipment where necessary.
- Perform a forensic examination process on mobile devices using semi automated techniques to recover, and examine data for analysis, investigation and other stakeholders e.g. lawyers and the judiciary.
- Preparing and presenting Digital findings in Streamlined Forensic Reports, Sec 9 Witness statements and to the Courts.
- Where specified meet required ISO 17025 quality standards.
- Reviewing colleagues work and findings within a defined quality management system.
- Advising and discussing Forensic Strategy in simple cases for investigating officers, on digital evidence recovery matters when appropriate.
- Viewing data that is sensitive to the security of the State or to the local community.
- Reviewing and ordering general equipment, hardware and software used by the Unit.
- Supporting the development of new digital techniques and procedures to improve service delivery.
- Conduct training development to support CPD and improving Digital Forensics.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

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		Valuing Diversity	1b
		Managing Sensitivities/Political Savvy	1b
We take ownership		Customer Service	1b
		Maintaining Accuracy/Sustainable Working	1b
Inclusive, enabling and visionary leadership			
We are collaborative		Partner Working	1b
		Managing Complexity/Strategic Planning	1b
		(self) Leadership	1b

We deliver, support and inspire		Supporting Colleagues/Coaching & Mentoring	1b
Intelligent, creative and informed policing			
We analyse critically		Problem Solving	1b
		Situational Judgement	1b
We are innovative and open-minded		Continuous Improvement	1b
		Futurology	1b

Education, Qualifications and Experience	
Essential:	**Desirable:**
You will have and be able to demonstrate an interest in Digital Forensics and have pursued some or all of the following to further your experience: • An awareness of CCTV Imaging Technology and its application for evidential and scientific purposes. • An understanding of video processes and how digital data is processed. • Experience of working with professional image based computer software e.g. Photoshop. Demonstrate the ability to work as part of a successful team and show, from past experience, how their actions directly support a team environment. Demonstrate the ability to work calmly and accurately under pressure, displaying attention to detail, thoroughness in approach and concentration for long periods of time. Have experience of working to deadlines and delivering results through effective planning and organising of work by the ability to prioritise own time and workload, working methodically accurately and under pressure with minimal supervision Can demonstrate motivation, commitment and perseverance to overcome obstacles in order achieve goals and results and takes personal responsibility for own actions and for sorting out issues or problems that arise. Possess excellent communication and interpersonal skills with people at all levels within an organisation and can evidence experience of working with a variety of customers demonstrating the ability to handle issues in an objective and if required assertive manner.	

Experience of Windows based applications including Microsoft Office packages with effective keyboard skills and can demonstrate the ability to learn and utilise new packages.

Demonstrate the ability to deal with sensitive, distressing and confidential material in a professional and objective manner, having previous experience of working with confidential and/or sensitive information and can demonstrate an awareness of the Data Protection Act and its implications.

Skills Matrix (See Skills Matrix)

Essential:	Desirable			
Leadership Passport Level	Practitioners & Team Leaders	1st Line Mngrs	2nd Line Mngrs	Senior Mngrs
	1	2	3	4

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

CPD Requirements

Complete all annual and mandatory training.

Professional Registration/Licences

Special Conditions

Own car for business use	No
Higher level vetting required	High level vetting
Requirement to wear Uniform	Yes
Requirement for post entry training	Yes
Hours	The post holder will be required to work 37 hours per week, Monday to Friday (0800 – 1600) unless otherwise directed.

	When incidents occur it may also mean retention beyond normal finishing time. Appropriate remuneration will be paid.			
Weekend working expected	May be occasions when there is an operational need to work weekends. Appropriate remuneration will be given.			
Shift allowance	No			
Fixed term or temporary role	No			
Politically Restricted	No			
On call/standby rota	No			
Flexitime Role	Yes			
Notice Period			1 month	

As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
3	5	4	4	3	3