



Staffordshire Police - Role Profile

Forensic Investigation Manager

Grade/Rank:	Grade I
Directorate:	Investigations
Reports to:	Head of Forensics
Direct Reports:	Forensic Area Managers (FAM), Staffordshire Forensic Partnership (SFP) Coordinator

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 the Forensic Investigation Manager (FIM) role is to lead on building and delivering Forensic Investigation (FI) services to meet force priorities, ensuring forensic contribution is both valuable and fit for purpose for all users. The main scope will be front line physical and digital forensic services, with effective and efficient delivery of agreed service levels through local Forensic Investigation Hubs; coupled with a wider view of all Forensics service and to support Forensics SMT colleagues as necessary. Key to the success of this role will be enabling a culture of continuous improvement and service development underpinned by innovation, developing people, collaboration, quality standards and value for money.



Key Tasks and Responsibilities:

You will lead on the delivery of Forensic services levels including:

- (i) Forensic Investigation (FI) - Level 1 and 2 volume & Level 3 complex and major crime scene investigation services, including Crime Scene Management (CSM) & Scientific Support Coordination (SSC)
- (ii) Forensic Strategy development and technical guidance in complex cases.
- (iii) Local Digital Forensic (DF) services – Level 1 mobile phone examination, specialist imaging, video and media recovery, processing & presentation services
- (iv) FI awareness training
- (v) Staffordshire Forensic Partnership (Staffordshire University) also developing partnership relationships with forensic service providers and other agencies to improve performance.

As a member of the Forensics SMT team you will have responsibility for delivering excellence in the field of FI by:

- Complying with the Forensic Science Regulator's (FSR) Code of conduct. Ensure FI services meet and maintain legislative and quality standards requirements as set out by both national guidance and the FSR. This includes leading on compliance with the scope and statement of requirements for ISO 17020 and 17025 quality standards for those locally delivered services, including ensuring root cause analysis of serious quality issues and lessons learnt is acted upon when they arise.
- Act as the senior forensic adviser in FI to the Head of Forensics and the force.
- Developing and maintaining a forward plan of service development, including technology to support transformation of services and modernising forensic capabilities. Working closely with FAMS to ensure projects are well planned and delivered in time.
- Developing a performance culture of continuous improvement across all roles and services. Supporting managers in delivering on Performance management of local services service level agreements.
- Develop and ensure the delivery of plans to minimise and mitigate against health and safety risks to staff and others
- Ensure the welfare and development of Forensics' staff in line with the people strategy, the FSR Code of Conduct and in ensuring Forensics is a safe place to work.
- Planning and ensuring the professional development of forensic practitioners to the required levels of competence for each service provided. Coach and mentor managers to support them in local leadership and execution of plans.
- Developing innovation, streamlining and efficiency opportunities to get the best out of resources and staff.
- Demand forecasting and capacity planning to ensure agreed resources are best aligned to agreed service levels and appropriate business continuity arrangements are in place.
- Create and test disaster recovery plans for agreed service levels
- Work closely with:
 - (i) Users of FI services to ensure they are fit for purpose.
 - (ii) Senior leaders e.g. Chief Officers, Head of Investigations and other Directorates, Justice Services & DCC Directorate.



- (iii) HR partners to ensure staff are properly recruited, supported and managed throughout their employment in the team, ensure we meet police staff regulations.
- (iv) Finance and commercial partners to plan, commission services, manage contracts and budgets, obtaining value for money for all forensic resources including for example outsourced services, overtime, equipment and vehicle fleet.
- (v) Other groups such as 3rd sector or community groups to test and assure that the needs of the public are best reflected in services delivered.
- (vi) NPCC groups and relevant national projects to add value to the services we provide e.g. drawing on notable or better practice to support continuous improvement.
- Within the FI forward planning and service delivery work create and maintain up to date Risk, Issues and Opportunities (RIO) to improve business health, intervening to mitigate the escalation of for example quality issues to levels that would undermine prosecutions and public confidence in forensic science.
- Oversee and assure the SSC role (as set out in the Murder Investigation Manual) for complex and major crime scene investigations, quality assuring and advising on forensic strategy in all cases.
- Spread improved forensic awareness with policing and prosecution colleagues, including developing and assuring the delivery of training programmes to improve the use of forensic science.
- Deputise for Head of Forensics in periods of absence.

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

- Complying with the FSR's Codes of Conduct
- Complying with FSR's Codes of Practice
- Complying with relevant legislation, relevant national guidance and quality procedures e.g. Murder Investigation Manual, MIRSAP, Criminal Procedure Rules and Criminal Practice Direction
- Delivery of FI service levels
- Ensuring the competence and welfare of FI staff
- Safe working practices and proper risk assessments in laboratories and at scenes.
- 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	4/5	Valuing Diversity	5
		Managing Sensitivities/Political Savvy	4
We take ownership	4	Customer Service	4



		Maintaining Accuracy/Sustainable Working	4
Inclusive, enabling and visionary leadership			
We are collaborative	4	Partner Working	4
		Managing Complexity/Strategic Planning	4
We deliver, support and inspire	4	Leadership	4
		Supporting Colleagues/Coaching & Mentoring	4
Intelligent, creative and informed policing			
We analyse critically	4	Problem Solving	4
		Situational Judgement	4
We are innovative and open-minded	4	Continuous Improvement	4
		Futurology	4

Education, Qualifications and Experience	
Essential:	Desirable:
<p>Previous experience of leadership and delivery of scientific services in a Forensics or Scientific environment.</p> <p>A wide breadth and depth of knowledge and experience in all Forensic disciplines and be able to quickly identify and obtain expert advice to inform strategy, policy and other decisions.</p> <p>Evidence through previous experience the ability to actively encourage and support the development of people motivating your team to achieve goals. Providing guidance and feedback whilst also recognising and rewarding performance.</p> <p>Ability to coherently develop business and activity plans to ensure change is delivered on time.</p> <p>Substantial knowledge of criminal investigation procedures and the workings of the wider criminal justice system in relation to forensic science and investigation</p> <p>Background in laboratory and / or scene investigation operations and service delivery</p> <p>Experience in negotiating and setting question based forensic strategy and examination plans.</p>	<p>Forensic or Technology Degree or equivalent experience in a senior management position.</p> <p>Previous experience as a Forensic or Digital Coordinator, SSC and / or CSM</p> <p>Experience of conducting reviews in major investigations</p> <p>Management Qualifications</p> <p>Leading and managing change through people</p> <p>Broad knowledge of all aspects of forensic science including; FI, Forensic Science, Expert Services, DF including Imaging / CCTV, CCTV</p>



<p>Previous experience of implementing and maintaining forensic quality standards</p> <p>Demonstrable experience of managing projects</p> <p>A thorough understanding and experience of HR related matters and guidance</p>	
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Skills Matrix (See Skills Matrix)	
Essential:	Desirable
<p>An understanding of the national strategies and policies that underpin the approach to Forensic Science e.g. TF, FCN, DNA, fingerprints, digital imagery, investigation of electronic media and forensic science</p> <p>Evidence through previous experience the ability to actively encourage and support, through coaching and mentoring the development of leadership, motivating your line managers and team to achieve goals.</p> <p>Give constructive and developmental guidance and feedback whilst also recognising and rewarding performance.</p> <p>Peer review the work of managers when managing complex and sensitive forensic science enquiries.</p> <p>Have an eye on the future and using innovation to continuously improve forensic services to tackle the evolving nature of crime.</p> <p>Demonstrate the ability to work calmly and accurately under pressure, displaying attention to detail, thoroughness in approach and concentration for long periods of time.</p> <p>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,</p>	



<p>working methodically accurately and under pressure with minimal supervision</p> <p>Have excellent communication skills demonstrating the ability to communicate clearly and concisely with a diverse range of people ensuring their needs are identified and met within resources constraints and in writing presenting information which is clear, logical and focused.</p> <p>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.</p>				
Leadership Passport Level			2 nd Line Mngrs	
			4	

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

CPD Requirements

Maintain a working knowledge and understanding of:

- National guidance e.g. SFR, Consent, DMI, ACPO Principles
- Legislation e.g. Prum, Criminal Procedure Rules and Criminal Practice Direction, PoFA
- Major Incident Room Standard Administrative Procedures (MIRSAP) including exhibit handling and provision of evidence
- quality standards, relevant legislation and criminal justice requirements
- Murder Investigation Manual – including the role of CSM & SSC

Professional Registration/Licences

None required

Special Conditions

Own car for business use	Yes
Higher level vetting required	Yes (MV)
Requirement to wear Uniform	No
Requirement for post entry training	No
Hours	37 hours per week Monday – Friday flexi
Weekend working expected	No, but will be expected to provide out of hours support for Forensic Managers as part of an SMT rota and, in the event of a critical major incident, the post



	holder would be expected to respond outside of office hours.				
Elimination Samples	A requirement provide Fingerprint and DNA elimination samples that will be held on relevant secure databases managed and maintained in line with Home Office Policy, National Policing Guidance and force 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 within the team and Mandatory Welfare Support is provided for all staff who undertake this role				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No (see above weekend working)				
Flexitime Role	Yes				
Notice Period				3 months	

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