**Staffordshire Police - Role Profile**

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| **Forensic Submissions Officer** |

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| **Grade/Rank:** | Grade E |
| **Directorate:** | Investigations |
| **Reports to:** | Forensics Submissions Coordinator |
| **Direct Reports:** | N/A |

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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 Regulator’s Codes of Practice and Conduct   **The primary purpose of the Forensic Submissions Officer role is to commission and coordinate forensic work requests; provide advice and support to police officers on forensic services; devise forensic strategies in straightforward cases to maximise the use of available evidence; ensure all relevant force systems are kept up to date with accurate information; coordinate the movement of exhibits within Force and to external forensic providers.** |

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| **Key Tasks and Responsibilities:** |
| * Commission forensic analysis in straightforward simple cases; including but not limited to drugs and mobile phones * Coordinate the movement of exhibits within the Force, to and from in-house Forensic Expert Services and external Forensic Service Providers * Record and update work management systems and databases with data and results regarding statements, results, delivery notes and invoices * Forward results of forensic investigations through to investigating officers * Update Socrates work management system with cases, tests, estimates, products and pricing * Work with the Next Generation Forensic Procurement (NGFP) Product specifications ensuring: * Up front understanding of work to be delivered with the Forensic Service Provider * Most up to date versions in use * Support and contribute to the Forensics Department Quality Standards strategy. Write and maintain SOPs for Forensic Submissions functions and contribute towards UKAS visits and the audit schedule as and when requested * Provide general advice regarding forensic submissions to Local Policing Teams, Force Investigative Services, Criminal Justice Services and Forensics Department colleagues including: * Preservation and packaging of different evidence types * Timescales for examination of different evidential types including urgent submissions * Preparation of submissions paperwork for authorisation and exhibits for dispatch * Likely costs, case status and outcomes of examinations * Assist with the process of collecting and preparing exhibits for further transfer and subsequent analysis * Prepare continuity statements for court when requested |
| And to be accountable for: (ie responsibilities held by others but measured and owned by this role)    Ensuring forensic facilities are secured from unauthorised access  Following Standard Operating Procedures (SOPs)  Maintaining accurate records |

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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 | 1b | Valuing Diversity | 1b |
| Managing Sensitivities/Political Savvy | 1b |
| We take ownership | 1b | Customer Service | 1b |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** | | | |
| We are collaborative | 1b | Partner Working | 1b |
| Managing Complexity/Strategic Planning | 1b |
| We deliver, support and inspire | 1a | (self) Leadership | 1a |
| Supporting Colleagues/Coaching & Mentoring | 1a |
| **Intelligent, creative and informed policing** | | | |
| We analyse critically | 1b | Problem Solving | 1b |
| Situational Judgement | 1b |
| We are innovative and open-minded | 1a | Continuous Improvement | 1a |
| Futurology | 1a |

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| **Education, Qualifications and Experience** | |
| **Essential:** | **Desirable:** |
| A basic awareness of forensic science and its use to support police investigations, evidence awareness of the various types of forensic evidence and demonstrate a basic understanding of forensic procedures.  Recent administrative experience with the ability to pro-actively manage administration processes and previous experience of costs estimation, database and spreadsheet data entry and invoice reconciliation.  Possess excellent communication and interpersonal skills with people at all levels within an organisation and experience of working with a variety of customers demonstrating the ability to handle issues in an objective and if required assertive manner.  IT literate with effective keyboard skills and the ability to learn and utilise new packages.  Experience of working to multiple deadlines and delivering results through effective planning and organising; the ability to prioritise own time and workload and work methodically and accurately even under pressure, and with minimal supervision.  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 an awareness of GDPR and its implications.  Experience of working as part of a team and ability to build effective working relationships with members of own and other teams. | Previous experience of working in a forensic department |

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| **Skills Matrix (See Skills Matrix)** | | | | |
| **Essential:** | **Desirable** | | | |
| Basic awareness of forensic science  Ability to analyse information and provide an assessment  Problem solving and decision making  Good communication and interpersonal skills  Proficient in use of Microsoft Office & force systems  Working as part of a team |  | | | |
| **Leadership Passport Level** | Practitioners & Team Leaders |  |  |  |
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\* Indicates that training will be provided as part of the role in this skill

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| **CPD Requirements** |
| Successfully complete the training and demonstrate competence for the Forensic Submissions Officer role.  Maintain competency through annual assessments  Compliance with Health and Safety procedures  Maintain a working knowledge and understanding of:   * Standard operating procedures * Quality standards, relevant legislation and criminal justice requirements |

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| **Professional Registration/Licences** |
| N/A |

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| **Special Conditions** | | | | | |
| Own car for business use | Yes | | | | |
| Higher level vetting required | No | | | | |
| Requirement to wear Uniform | Optional | | | | |
| Requirement for post entry training | Yes | | | | |
| Hours | 37 hours per week Monday - Friday  Standard office hours 08:00 – 16:30 | | | | |
| Weekend working expected | No | | | | |
| Shift allowance | No | | | | |
| Fixed term or temporary role | No | | | | |
| Welfare | The post holder will work within an environment where they may be exposed to distressing scenes or material.  Welfare support networks are available 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 | 2 | 5 | 1 | 2 | 3 | 2 |