



# Staffordshire Police - Role Profile

## Forensic Submissions Officer

<b>Grade/Rank:</b>	Grade E
<b>Directorate:</b>	Investigations
<b>Reports to:</b>	Forensics Submissions Coordinator
<b>Direct Reports:</b>	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 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.**

### 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

## 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

<b>Education, Qualifications and Experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
<p>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.</p> <p>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.</p> <p>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.</p> <p>IT literate with effective keyboard skills and the ability to learn and utilise new packages.</p> <p>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.</p> <p>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.</p> <p>Experience of working as part of a team and ability to build effective working relationships with members of own and other teams.</p>	<p>Previous experience of working in a forensic department</p>



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			
	1			

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

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: <ul style="list-style-type: none"> <li>Standard operating procedures</li> <li>Quality standards, relevant legislation and criminal justice requirements</li> </ul>

Professional Registration/Licences
N/A

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		

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