



Staffordshire Police - Role Profile

Digital Forensics Media Investigator

Grade/Rank:	Grade F
Directorate:	Investigations Directorate
Reports to:	Digital Forensics Coordinator
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 provide specialist advice and forensic capability in the preservation, acquisition and presentation of digital evidence, focussing on CCTV and audio-visual data.

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 Digital Forensics 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 as well as Visual and Audio forensic evidence.
- Assessing and agreeing level one and two forensic strategy.
- Producing evidential hard copy images from digital and analogue recording devices.
- Installing loan CCTV equipment where necessary.
- 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 non-complex 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)

- Complying with the Forensic Science Regulator's Codes of Conduct
- Raising and accurately recording non-conformances and other associated actions
- Up to date policy and procedures
- Ensuring forensic facilities are secured from unauthorised access
- The quality and security of the digital information received and used by the organisation through the use of appropriate systems and procedures

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	2	(self) Leadership	2
		Supporting Colleagues/Coaching & Mentoring	2
Intelligent, creative and informed policing			
We analyse critically	2	Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded	2	Continuous Improvement	2
		Futurology	2

Education, Qualifications and Experience	
Essential:	Desirable:
<p>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:</p> <ul style="list-style-type: none"> • An awareness of CCTV Imaging Technology and its application for evidential and scientific purposes. • Experience of working with professional image-based computer software e.g. Photoshop. • Expert specialist knowledge of video and/or audio processes and how digital data is processed. • A knowledge and practical understanding in relation to lost data retrieval and system analysis. 	<ul style="list-style-type: none"> • Experience of report writing and maintaining accurate contemporaneous notes.

Skills Matrix (See Skills Matrix)	
Essential:	Desirable
<ul style="list-style-type: none"> • 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 	



<p>planning and organising of work by the ability to prioritise own time and workload, working methodically accurately and under pressure with minimal supervision</p> <ul style="list-style-type: none"> • 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. 				
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1			

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

CPD Requirements

Complete all annual and mandatory training.

Maintain a working knowledge and understanding of new and evolving digital threats and priorities; and current best practice to tackle these in order to enable a pro-active approach

Professional Registration/Licences



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Special Conditions	
Own car for business use	Yes
Higher level vetting required	No
Requirement to wear Uniform	Yes - logo shirt and trousers provided
Requirement for post entry training	Yes – to undertake required mandatory training.
Hours	The post holder will be required to work 18.5 hours per week
Weekend working expected	May be occasions when there is an operational need to work weekends. Appropriate remuneration will be given.
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 Home Office Policy, National Policing Guidance and force policy
Shift allowance	No
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	Currently under Review
Flexitime Role	Yes
Notice Period	

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