



Staffordshire Police - Role Profile

Digital Forensics Configuration Coordinator

Grade/Rank:	Grade G
Directorate:	Investigations
Reports to:	Forensic Quality Services Manager
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 Regulators Codes of Practice and Conduct

The primary purpose of this role is to coordinate Digital Forensics Configuration Authority requirements for the force, ensuring that technology and software, its method and workflow are preconfigured, deployed, maintained and quality assured, and operators/users are competent and authorised as set out in The Forensic Science Regulator's (FSR) Codes of Practice and Conduct.

Key Tasks and Responsibilities:

The Configuration Authority within Staffordshire Police consists of three layers:

1. Executive Chair of the Digital Policing Board who has responsibility for Force wide approval of method configuration.
2. **Forensics Lead** – Digital Forensics Configuration Coordinator who is the Digital Forensics Configuration Advisor linking with Force and national programmes e.g. Transforming Forensics and Digital Intelligence and Investigations.
3. Technical Manager – Tactical Configuration for deployment and coordination of specific method configuration e.g. Kiosks.



As the Forensics lead you will:

- Be the Digital Forensics Standards subject matter expert in 17025 and 17020.
- Ensure the NPCC Digital Forensics Landscape and Quality model is understood and consistently applied within the Force through service level mapping.
- Provide a link to stakeholders throughout the local force area, advising and reporting for example to the force Digital Policing Board or other authority responsible for approving the commissioning and deployment of Digital Forensics tools.
- Ensure the core elements of national SOPs are maintained locally for consistency and maintenance of accreditation. Influence the continued development of those national SOPs through the TF Forensic Capability Network (FCN) or similar.
- Act as the Forensic Science Regulator and UKAS link for configuration of Digital Forensics technology and software across the Force to ensure compliance.
- Be a subject matter expert technical advisor in one or more of the method areas.
- Deputise for the Forensic Quality Services Manager in periods of absence.
- Undertake peer review and audits to support continuous improvement

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

Implementation and the maintaining of Quality Standards.

The integrity and quality of digital data received and used by the organisation through preconfigured tools using 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	3	Valuing Diversity	3
		Managing Sensitivities/Political Savvy	3
We take ownership	3	Customer Service	3
		Maintaining Accuracy/Sustainable Working	3

Inclusive, enabling and visionary leadership

We are collaborative	3	Partner Working	3
		Managing Complexity/Strategic Planning	3
We deliver, support and inspire	3	(self) Leadership	3
		Supporting Colleagues/Coaching & Mentoring	3

Intelligent, creative and informed policing

We analyse critically	3	Problem Solving	3
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		Situational Judgement	3
We are innovative and open-minded	3	Continuous Improvement	3
		Futurology	3

Education, Qualifications and Experience

Essential:

Previous experience of working with ISO quality standards 17020 and 17025 preferably within a laboratory environment.

An understanding of Digital technology, operating systems and software.

An experience of researching, collating, analysing and disseminating information from a wide range of sources, demonstrating problem solving and analytical skills in order to produce responses to complex problems.

Self-starter with determination, drive and ability to overcome obstacles in order to achieve goals and maintain effective performance whilst demonstrating a high level of personal responsibility.

Effective communication and interpersonal skills when interacting with stakeholders and customers both internal and external.

Have experience of working to multiple deadlines and delivering results through effective planning and organising, demonstrating the ability to prioritise own time and workload.

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

Desirable:

Previous experience of working with confidential and/or sensitive information and can demonstrate an awareness of the Data Protection Act and its implications.

Previous experience of project management or process mapping in a technology service provider or related scientific field.

Technical/Operational Skills Matrix (See Skills Matrix)

Essential:

Desirable



Be a subject matter expert technical advisor in one or more of the method areas defined by the Forensic Science Regulator.	Full understanding of appropriate International Certification/Accreditation Service Standard requirements			
Leadership Passport Level	Practitioners & Team Leaders			
	1			

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

CPD Requirements

Maintaining a high level of knowledge and understanding of:

- Quality Standards and to interpret and introduce appropriate recommendations from HMIC and the Forensic Regulator.
- National programme initiatives from DII and Transforming Forensics.
- Legislative and Criminal Justice requirements
- Force Digital Policing Board projects and initiatives.

Professional Registration/Licences

Special Conditions

Own car for business use	Yes
Higher level vetting required	No
Requirement to wear Uniform	No
Requirement for post entry training	Yes – to undertake required mandatory training
Hours	37 hours per week Mon – Fri although there may be occasions to work outside the standard office hours 08:00 – 16:30
Weekend working expected	No
Welfare	The post holder may on occasions work within an environment where they may be exposed to distressing scenes or material. Welfare support networks are in place within the team and Force where required
Shift allowance	No
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	No



Flexitime Role	Yes				
Notice Period				3 months	

Agile Profile (See Agile Matrix)						
Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
2	3	5	4	4	5	3