Staffordshire Police - Role Profile

Forensic Services Advisor

Grade/Rank:	Grade F
Directorate:	Specialist Crime Command
Reports to:	Forensics Services 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 the Forensic Services Advisor role is to review and assess forensic work requests for forensic potential; devise and negotiate forensic strategy in complex and serious investigations; provide detailed technical advice in a range of forensic processes; commission and coordinate forensic work requests; monitor results of examinations and ensure learning is shared; ensure all relevant force systems are kept up to date with accurate information.

Key Tasks and Responsibilities:

- Assess individual cases for investigative requirement and forensic potential, negotiate and agree forensic strategy; being victim focused and suspect led

- Commission analysis to ensure both the requirements of the Criminal Justice System are met and that best value is obtained from the available forensic resources

- Maintain CPD in all forensic disciplines, learns from cases processed; Undertake peer reviews to support continuous improvement

- Understand and deliver to core customer needs. Maintain relationships with customers and delivery teams in the following lead areas: serious crime, violence, vulnerability (traditional forensics) and vulnerability (digital forensics)

- Provide detailed forensic technical advice and guidance on a wide range of forensic processes to Local Policing Teams, Investigation teams and Criminal Justice Services

- Attend and contribute to forensic strategy meetings with investigation teams when required

- Managing the use of 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

- Ensure all work management systems are up to date

- Contribute to awareness training for officers around setting effective forensic strategy and general forensic issues

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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

	2	Maintaining Accuracy/Sustainable Working	2
Inclusive, enabling and visionary leadership			
We are collaborative	2	Partner Working	2
		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:**
Recent previous experience as a forensic practitioner who has developed specialist knowledge in this area: • Recent previous experience as a Forensic Expert • Forensic Science related qualification Up to date technical knowledge of best practice with a wide range of evidence types including evidence preservation, recovery, levels of persistence and value of potential outcomes Knowledge of the law (Police and Criminal Evidence Act) in relation to the seizure of evidence demonstrating the ability to advise non-technical managers regarding forensic submissions and best evidence Capability to consider issues and options and make informed decisions based on scientific advice and sound professional judgement Possess excellent negotiating, 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 working to multiple deadlines and delivering results through effective planning and organising, demonstrating the ability to prioritise own time and workload	An understanding of police procurement of outsourced forensic services and the monitoring of contracts

and work methodically and accurately even under pressure, and with minimal supervision

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 GDPR and its implications

IT literate with good keyboard skills evidencing the ability to learn and utilise new packages.

Skills Matrix (See Skills Matrix)

Essential:	Desirable			
Recent previous experience as a forensic practitioner				
Ability to analyse information and provide an assessment				
Problem solving and decision making				
Excellent negotiating, 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 Advisor role and maintain competency through annual assessments

Keep up to date with the latest research, development and new techniques made available that may be relevant to forensic investigations

Review results of examinations and share learning

Compliance with Health and Safety procedures

Maintain a working knowledge and understanding of:

- Standard operating procedures
- Quality standards, relevant legislation and criminal justice requirements

Professional Registration/Licences

N/A

Special Conditions

Own car for business use	Yes
Requirement to wear Uniform	Optional
Requirement for post entry training	Yes and ongoing competency demonstration
Hours	37 hours per week Monday - Friday Cover office hours 08:00 – 16:30 with colleagues
Weekend working expected	No
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 relevant policy
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