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| **Service Unit** | Crime  |
| **Team** | Scientific Support Unit |
| **Responsible to** | Quality Manager |
| **Scale and Salary Range** | SO1 / SO2 |
| **Vetting Status** | MV |
| **Politically Restricted** | Not Politically Restricted |
| **CVF Level** | CVF Level 2 |

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| **Job Purpose** |
| The primary purpose of this role is to coordinate Digital Forensics 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.The role will also ensure compliance with authorities for defence examination and from complainants and witnesses, enforcing recommendations from ICO, NPCC and any other legislative or departmental changes.The role covers forensic services within Cleveland Police and includes the provision of management information and project support to enable the efficient and effective service to Cleveland Police. |

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| **Principal Duties and Responsibilities** |
| * Assist the Technical Manager in maintaining current digital forensic accreditation to ISO 17025 and FSR codes and expanding the scope of accredited methods in line with the requirements of the Forensic Science Regulator.
* Working with the Technical Manager ensure that all digital forensic software is validated and verified in accordance with FSR requirements facilitating the use of the most current software in digital investigations as soon as possible.
* Be proficient in the use of digital forensic software and hardware used to conduct investigations on digital devices such as computers and mobile phones.
* Be responsible for the integrity and quality of digital data recovered and used by the organisation through preconfigured tools such as mobile phone kiosks using appropriate systems and procedures.
* Deliver communication and training to officers, staff and colleagues to facilitate the use of forensic processes in accordance with documented procedures the FSR codes, to raise awareness of digital forensic capabilities and to promote the services of the DFU.
* Undertake and engage with others in research for new investigation techniques, tools, software and technologies that will improve the quality and quantity of evidence produced or lead to other improvements in procedures.
* Ensure relevant legislation is adhered to in relation to examinations carried out on digital devices and examinations by defence experts.
* Support, adhere to, comply with, use and participate in the Quality Management System, including the quality procedures, quality manual, standard operating procedures, technical procedures and all documentation relating to ISO Accreditation processes and the Quality Management System, to ensure that quality standards are met at all times.
* Maintain existing training and competency assessment schedule and incorporate new processes as the scope of ISO accreditation expands throughout the force. Ensure the schedule is maintained at all times.
* Deliver and support a range of internal audits covering technical and forensic processes to evidence compliance with international and regulatory standards (e.g. ISO 17025, 17020, FSR Codes, ICO, NPCC) identifying non-conformance and best practice whilst proactively seeking improvement to business processes.
* Assist the Quality Manager in monitoring performance by collating relevant quality data and producing statistical reports in the preparation of Management Review meetings to demonstrate compliance with regulatory requirements.
* Provide support to the Quality Management Team and any other unit providing digital forensic evidence on ad-hoc tasks and projects.
* Undertake professional development as required to maintain professional competence.
* Promote equality, diversity and human rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
* Support and maintain the good image and values of the force and uphold policies on quality of service and equality of service and opportunity.
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| **Note** |
| **The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.****All employees are to comply with confidentialities laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).****All post holders to comply with Health & Safety legislation.****All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.** |

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|  **Person Specification** |
| **Essential knowledge, skills, and experience (E)** |  **Desirable knowledge, skills, and experience (D)** |

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|  **Knowledge and Qualifications** |
| Degree in a computer or digital forensic related subject. | Practical experience of crime scene, forensic or digital forensic work. |
| An excellent knowledge and demonstrable understanding of the principles of ISO Quality Management and relevant legislation. | Have the ability to become a subject matter expert technical advisor in one or more of the digital method areas defined by the Forensic Science Regulator.  |
| Good understanding of digital forensic recovery and analysis techniques. |  |
| A good understanding of Digital technology, operating systems and software. |  |

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|  **Experience** |
| Experience of creative thinking, innovation and problem solving. | Proven ability to undertake research into new projects and ideas relating to working practices. |
| Have experience of working to multiple deadlines and delivering results through effective planning and organising, demonstrating the ability to prioritise own time and workload in order to deliver a quality service. | Experience of working within an ISO accredited environment.  |
| 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. | Previous experience of working with confidential and/or sensitive information and can demonstrate an awareness of Data Protection and its implications. |
| Has experience in preparing, reviewing and presenting reports and updating records with exceptional attention to detail. | Knowledge and experience of Auditing. |
|  **Skills and Abilities** |
| The ability to understand emergent technology within the digital forensic arena (computers, digital media, CCTV and mobile devices) and identify opportunities and limitations associated with these. | Demonstrates an ability to deal with distressing, traumatic and emotional situations.  |
| Highly developed interpersonal skills, demonstrating the ability to build and maintain good working relationships. Has the ability to work successfully as part of a team but confident to work individually with a minimum of supervision. | Previous experience of the creation and delivery of presentations to varied audiences |
| 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.  |  |
| Ability to motivate and influence staff members to change their way of working to include quality methods and technical processes. |  |
| Ability to train, mentor and coach staff. |  |
| Has the ability to deal with sensitive work situations with confidence and discretion whilst treating all people with dignity and respect. |  |
|  **Other** |
| Has a flexible approach to meet the needs of the post and is prepared to work unsociable hours and in different locations around the force when required. |  |
| Full driving licence. |  |

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

**Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager**

**Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing’s Competency and Values Framework for Policing (2017). A candidate’s behaviours/values will be measured at interview.**

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| **Competency** | **Level 2 – Middle Manager** |
| **Emotionally aware** | * I consider the perspectives of people from a wide range of backgrounds before taking action.
* I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.
* I promote a culture that values diversity and encourages challenge.
* I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.
* I take responsibility for helping to ensure the emotional wellbeing of those in my teams.
* I take the responsibility to deal with any inappropriate behaviours.
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| **Taking ownership** | * I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.
* I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.
* I am accountable for the decisions my team make and the activities within our teams.
* I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.
* I actively encourage and support learning within my teams and colleagues.
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| **Collaborative** | * I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.
* I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.
* I understand the local partnership context, helping me to use a range of tailored steps to build support.
* I work with our partners to decide who is best placed to take the lead on initiatives.
* I try to anticipate our partners' needs and take action to address these.
* I do not make assumptions. I check that our partners are getting what they need from the police service.
* I build commitment from others (including the public) to work together to deliver agreed outcomes.
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| **Deliver, support and inspire** | * I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.
* I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.
* I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.
* ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.
* I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.
* I motivate and inspire others to achieve their best.
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| **Analyse critically** | * I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.
* I think about different perspectives and motivations when reviewing information and how this may influence key points.
* I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.
* I understand when to balance decisive action with due consideration.
* I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.
* I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.
* I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.
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| **Innovative and open-minded** | * I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.
* I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.
* I am flexible in my approach, changing my plans to make sure that I have the best impact.
* I encourage others to be creative and take appropriate risks.
* I share my explorations and understanding of the wider internal and external environment.
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| **Values** | **All Levels** |
| **Integrity** | * I always act in line with the values of the police service and the Code of Ethics for the benefit of the public.
* I demonstrate courage in doing the right thing, even in challenging situations.
* I enhance the reputation of my organisation and the wider police service through my actions and behaviours.
* I challenge colleagues whose behaviour, attitude and language falls below the public’s and the service’s expectations.
* I am open and responsive to challenge about my actions and words.
* I declare any conflicts of interest at the earliest opportunity.
* I am respectful of the authority and influence my position gives me.
* I use resources effectively and efficiently and not for personal benefit.
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| **Impartiality** | * I take into account individual needs and requirements in all of my action.
* I understand that treating everyone fairly does not mean everyone is treated the same.
* I always give people an equal opportunity to express their views.
* I communicate with everyone, making sure the most relevant message is provided to all.
* I value everyone’s views and opinions by actively listening to understand their perspective.
* I make fair and objective decisions using the best available evidence.
* I enable everyone to have equal access to services and information, where appropriate.
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| **Public Service** | * I act in the interest of the public, first and foremost.
* I am motivated by serving the public, ensuring that I provide the best service possible at all times.
* I seek to understand the needs of others to act in their best interests.
* I adapt to address the needs and concerns of different communities.
* I tailor my communication to be appropriate and respectful to my audience.
* I take into consideration how others want to be treated when interacting with them.
* I treat people respectfully regardless of the circumstances.
* I share credit with everyone involved in delivering services.
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| **Transparency** | * I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.
* I am clear and comprehensive when communicating with others.
* I am open and honest about my areas for development and I strive to improve.
* I give an accurate representation of my actions and records.
* I recognise the value of feedback and act on it.
* I give constructive and accurate feedback.
* I represent the opinions of others accurately and consistently.
* I am consistent and truthful in my communication.
* I maintain confidentiality appropriately.
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Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>