



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

Joshua Collins Digital Investigations Manager

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Digital Quality and Research Officer
Generic Role Profile:	Technical
Salary Band:	Grade 6
Operational / Non-Operational Role	Operational
Vetting Level:	MV/CTC
Reporting to:	Digital Investigations Manager
Specific Role Purpose:	To support the West Midlands Police (WMP) Service Improvement Team in maintaining and growing ISO accreditation within the WMP Digital Forensic Unit (DFU), Central Digital Media Investigation (DMI) Team, DMI hubs and/or similar functions. This will be through validation of software and hardware relevant to digital forensic and investigative functions, being innovative with research to identify development from vendors tools, troubleshooting software problems and identifying emerging trends in technology, and supporting technical managers with training and competency assessments of staff. Communicate verbal and written summaries/reports of findings to Technical Managers to review and make informed recommendations as to how to progress. Produce documents that explain technically complex procedures and methods in a manner that is easily understood and followed by professionals (Eg, Standard Operating Procedures, Work Instructions, Reference Material etc). Provide evidential reports for the purpose of presenting evidence to Investigating Officers, the Crown Prosecution Service (CPS) and Courts.
Key Responsibilities:	a) Manage own workload;

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	b) Understand and follow Digital Forensic good practice methodologies (ISO 17020, ISO 17025 standards, FSR codes and ACPO Principles of Digital Evidence) when delivering all their responsibilities; c) Validation of methods, software and hardware of tooling utilised within Digital Forensics; d) Troubleshoot issues as they arise (by means of research and development) by liaising with vendors; e) Identify new methods and techniques to be included in the scope of accreditation; f) Support and deliver on competency and training of secondary skilled officers and staff via Quality Management Systems acting as Quality Representative for the team; g) Carry out root cause and risk analysis, formulate corrective/preventive actions, ensure actions are completed within agreed timescales; h) Constantly appraise working methods to ensure best value and keep abreast of the constant development of technology and case law; i) Keep up to date with new technologies, and research emerging technology as directed; j) Supporting team internal audits, ensuring they are completed and submitted to the Quality Manager in a timely manner. Assist with the development and writing of technical procedures; k) Ensure that confidentiality and security is maintained at all times; l) Carry out the forensic acquisition, examination, analysis and investigation of evidence from a variety of digital devices which have been used in the commission, preparation or instigation of criminal offences; m) Manage forensic exhibits to ensure continuity, confidentiality and security is maintained at all times; n) Prepare standard evidential reports upon completion of Digital Forensic examinations; o) Provide fact and procedural based evidence at Court as and when
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	required; and p) To carry out any duties commensurate with the purpose of the post that may from time to time be determined.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	a) Ability to work on own initiative and as part of a team of Digital Forensic Officers; b) Possess excellent communication skills (both verbal and written) in support of training and competency testing staff and delivering innovative technologies; c) Be enthusiastic, hardworking and flexible; d) Possess an ability to examine digital devices in a methodical and precise way and have an aptitude for problem solving and designing solutions through SOPs and validation exercises; e) Be conversant with Windows and/or mobile operating systems and have a keen interest in and understanding of computer systems and mobile devices; f) Ability to dismantle computers and/or safely handle mobile devices for examination purposes, whilst maintaining accurate contemporaneous records. Identification, removal and safe handling of key computer and/or mobile device components; g) Be conversant with the ISO 17020 and ISO 17025 standards, FSR codes and ACPO Principles of Digital Evidence; - and h) Be able to regularly work with material that may be of an obscene, offensive or distressing nature. Treat such material in the appropriate manner ensuring it is secured and handled according to defined policies.
Desirable:	a) Understanding of relevant commercial and open-source software tools applicable to the role. b) Understanding of programming and/or scripting languages. c) Understanding of other common operating systems such as OS X and Linux. d) Experience and knowledge in performing Digital Forensic examinations and the impact they have on investigations. e) Have attended and passed an accredited training course relevant to Digital Forensic examination of computers and/or mobile device-based evidence.

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Skills

This section should detail the competency requirement which could be developed through non-formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.

Refer to skills database for core operational skills

Essential:	a) Have excellent written and verbal communication skills in support of training staff and delivering innovative technologies. b) Be enthusiastic, engaging and adaptable to suit the needs of colleagues and the business. c) Be able to work as part of a team and on their own initiative. d) Be resilient in the face of challenges, in relation to departmental decisions and have the conviction to uphold those decisions and policies. e) Ability to work on own initiative and as part of a team of Digital Forensic examiners. f) Must have full UK driving license. and g) Be prepared to handle and be exposed to material that is offensive, distressing and obscene in nature.
Desirable:	a) Have attended and passed ISO Technical Managers Course b) Have attended and passed an Auditors Course c) Have attended and passed professional Digital Forensics training.

Hours of Work and Flexibility:	a) The standard working hours are Mon-Fri 07:00-15:00. b) The post holder may also be required to work a shift pattern that incorporates working weekends, bank holidays and outside of core shift hours. Core hours 7am to 10pm.
Agile Work Style: (if applicable)	a) The post holder will primarily work in an office environment determined by WMP. b) The post holder may also be required to travel to different locations within the WMP estate, and nationally. c) Agile/Remote working may also be required.
Restriction Level:	Must be over the age of 18

Special Conditions	a) Requirement to provide Fingerprint and DNA samples that will be held on the relevant secure elimination databases including the Central Elimination Database (CED) which will be maintained in line with Home Office Policy, National Policing guideline and WMP Policy. b) Be prepared to handle and be exposed to material that is offensive, distressing and obscene in nature.
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