



Role Title	FCI Support Officer	Reporting to	FCI Supervisor
Section	Forensic Collision Investigation	District/Department	Regional Scientific Support Services
Tenure		Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	Provide a comprehensive and efficient administration and support service to RSSS FCI, in accordance with legal and regulatory requirements.
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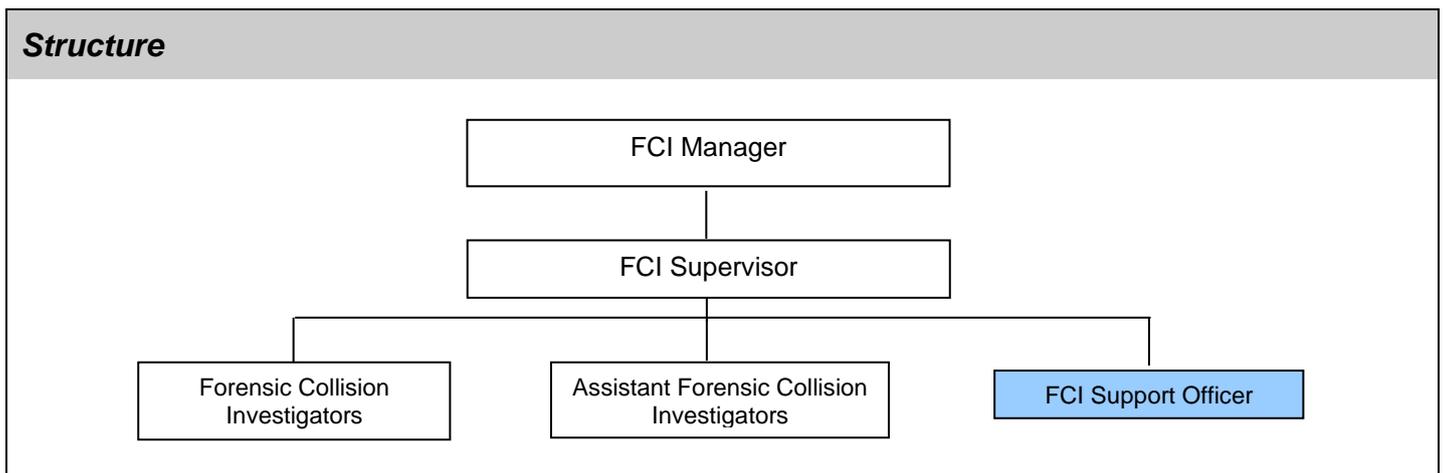
Key outputs for role –	
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Update relevant IT systems for the recording of scene attendance, production of forensic exhibits and reports, to ensure case management systems are up to date and accurately reflect the information held. 3. Complete general clerical duties, provide administrative support and ensure adequate levels of stock and consumables across all FCI bases, to ensure the department has sufficient resources for service delivery, 4. Co-ordinate with Forensic Collision Investigation and RSSS colleagues regarding the auditing of exhibits and updating quality management databases to comply with auditing, disclosure, and ISO requirements. 5. Contribute and assist with completing H&S checks and maintaining accurate records to comply with health and safety requirements. 6. Monitor and facilitate requests from regional collision records departments and investigation teams, to ensure stored exhibits and reports are provided to regional departments and independent experts, once requested. 7. Distribute necessary equipment, including delivery of stock between FCI bases and other police buildings, whilst also running errands for FCIU staff to ensure sufficient resources are available for efficient service delivery. 8. Assist with the implementation and ongoing administration of ISO 17020 to contribute to the quality management system. 	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)	
<ul style="list-style-type: none"> • Process information and exhibits relating to approximately 400 collision per year, which are attended by Forensic Collision Investigators. • Provision of a professional, efficient, confidential administrative support service to FCI management and bases across the region. • Use of range of computer software applications. 	

Work/Business contacts	
Internal: Scientific Support staff, police staff, police officers of all grades and ranks	
External: Forensic service provider staff, members of public, FCIN, Roads Policing Officers, force MCET /SCU.	

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Has a basic knowledge of and is able to use general computer packages e.g., Microsoft Office. Has a basic knowledge of and is able to use relevant computer packages e.g., Casework management, incident management and crime systems. Previous clerical or administrative experience. Demonstrate the ability to communicate clearly and effectively. Ability to type with accuracy at a competent level. 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> Must be able to complete a manual handling course. Holds a full current UK/European Driving Licence to drive a manual car / van. Wear provided uniform & drive marked police vehicles. Ability to drive across the region as needed. Due to the nature of the role, must provide biometric samples (fingerprints and DNA) as required to ensure ongoing inclusion on the relevant elimination databases for policing purposes. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Basic knowledge of West Yorkshire Police structure and organisation Detailed knowledge of departmental practices and procedures Demonstrated ability to use relevant computer systems such as Socrates, Fotoware, Isolon storage, MS Office.



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 1 –Practitioner

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	30 th August 2022