



<b>Role Title</b>	Regional Forensic Services Support Officer	<b>Reporting to</b>	Regional Forensic Assessment Team Leader
<b>Section</b>	Regional Forensic Services Unit	<b>District/Department</b>	Regional Scientific Support Services
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 3

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To provide support to the Regional Forensic Services Unit in relation to financial expenditure and additional administrative matters in order to help maximise the effective use of forensic science by the four Forces of the Yorkshire and Humber region.
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### Key outputs for role –

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. Receive, record and verify financial data (delivery notes, invoices and credit notes) received from external forensic providers; evaluate against authorised spend and agree release for payment where appropriate.
3. Identify, record and report financial / contractual timescale discrepancies in accordance with departmental policies; communicate with the external provider to resolve discrepancies.
4. Prepare, analyse and distribute statistical information/reports relating to expenditure from the forensic budget of each of the four Forces; review the effectiveness of the relevant databases and develop/implement new procedures for the recording, analysis and presentation of data to ensure that the budget is monitored in the most efficient and effective way
5. Receive, record, quality assure and authorise requests for forensic toxicology relating to RTA drink and drug drive cases; checking suitability of accompanying paperwork, inputting requests, recording compromised exhibits, and monitoring progress of submissions. Maintain records of decisions made on the case management system for disclosure purposes.
6. Assist the Forensic Services Unit in meeting its objectives by distributing / responding to enquiries from internal and external sources, interrogating relevant Force IT systems to provide accurate and timely information. Maintain appropriate records of all communication.
7. Maintain records, for financial purposes, of all approved Forensic Service Providers, incorporating details of contract specifications and payment arrangements. Ensure regular review for audit purposes.
8. Ensure that all forensic outcomes for work commissioned, including expert witness statements and Streamlined Forensic Reports (SFRs) are actioned appropriately. Input outcomes relating to forensic tests on the relevant case management system, as required, to enable monitoring of service delivery and scientific performance.
9. Support and engage in the operation of the ISO 17025 quality management system, ensuring relevant operating procedures are accurate and regularly reviewed; contribute to ensuring organisational conformance with the standards required by the Forensic Science Regulator.
10. Provide an administrative support function as and when required to assist in the general running of the Forensic Services Unit. Input forensic requests to the case management system, assist with continuity of forensic casefiles, record information relating to specific Operations, or pilots, monitor stationary supplies.

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Process approximately 2,000 requests for Road Traffic Act drink/drug driving offences per annum
- Process budgetary information and documentation relating to approximately 16,000 forensic submissions per annum.
- Interrogate and update information on a range of technical systems, including Force crime recording systems, Socrates and Microsoft packages
- Monitor the forensic budget of approximately £7.4 million, preparing information for presentation to the Scientific Support Services management team in order to inform decision making and regional / local strategy

**Work/Business contacts**

**Internal:** All ranks of Police Officers and Police Staff across the Yorkshire and Humber Forces. Finance Departments. To liaise, provide and receive information, offer guidance

**External:** Police Officers and Police Staff in other UK Forces, Forensic Service Providers and other forensic specialists. To disseminate and collate information, provide guidance, advice and information where necessary.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

- | Expertise in Role Required (At selection - Level 1)  | Essential or Desirable |
|--|------------------------|
| • Excellent communication skills and ability to work cohesively as part of a team  | Essential              |
| • Detailed knowledge of computerised database and software packages, specifically Excel  | Essential              |
| • Excellent organisational skills, ability to prioritise work load to deliver service that meets customer requirements and performance targets | Essential              |
| • Good numeracy and literacy skills  | Essential              |
| • Experience of manipulating / summarising data and producing reports using visual aids  | Desirable              |
| • Knowledge of Forensic Service Providers, forensic procurement and product specifications   | Desirable              |
| • Previous experience of operating under ISO9001 and/or ISO17025 quality standards   | Desirable              |
| • Knowledge of relevant legislation under the Road Traffic Act for drink/drug driving offences   | Desirable              |

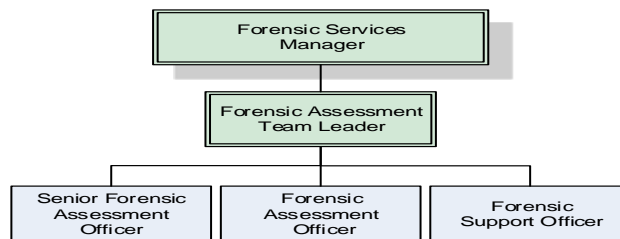
**Other (Physical, mobility, local conditions)**

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| • Ability to compare and update data, identify clerical errors and discrepancies       | Essential |
| • Possession of a current, full driving licence  | Desirable |
| • Flexible approach to working hours to ensure efficient forensic assessment processes | Essential |

**Expertise in Role - After initial development - Level 2**

- Detailed knowledge of relevant Force Computer systems in operation in the YatH region and in the management of information relating to forensic assessment and financial spend
- Basic knowledge of police structure across the YatH region, and general policies / procedures
- Operational knowledge of relevant quality management system
- Detailed knowledge of regional policies, procedures and documentation relevant to the Forensic Assessment Team
- Established effective networks with contractual Forensic Service Providers, NDNAD and other relevant agencies
- Detailed knowledge of relevant legislation under the Road Traffic Act for drink/drug driving offences
- Can be relied upon to give advice and answer queries in respect of departmental issues

## Structure



## 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](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 C - DEVELOPMENT OF ROLE

### **Expertise in Role (Advanced - Level 3)**

- Handles a wide variety of tasks and enquiries competently, able to recognise mechanisms for system improvement and streamlining.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Recruitment Vetting
<b>Date accepted as a role profile</b>	17/10/2018