



<b>Role Title</b>	Digital Forensic Technical Officer	<b>Reporting to</b>	Senior Digital Forensic Investigator
<b>Section</b>	Digital Forensic Unit	<b>District/Department</b>	Protective Services Crime
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Working under the direction of the technical manager of the digital forensic unit, completing relevant tasks with regard to ISO17025 accreditation and Forensic Science Regulator guidance, ensuring all equipment and staff are compliant with the unit requirements.
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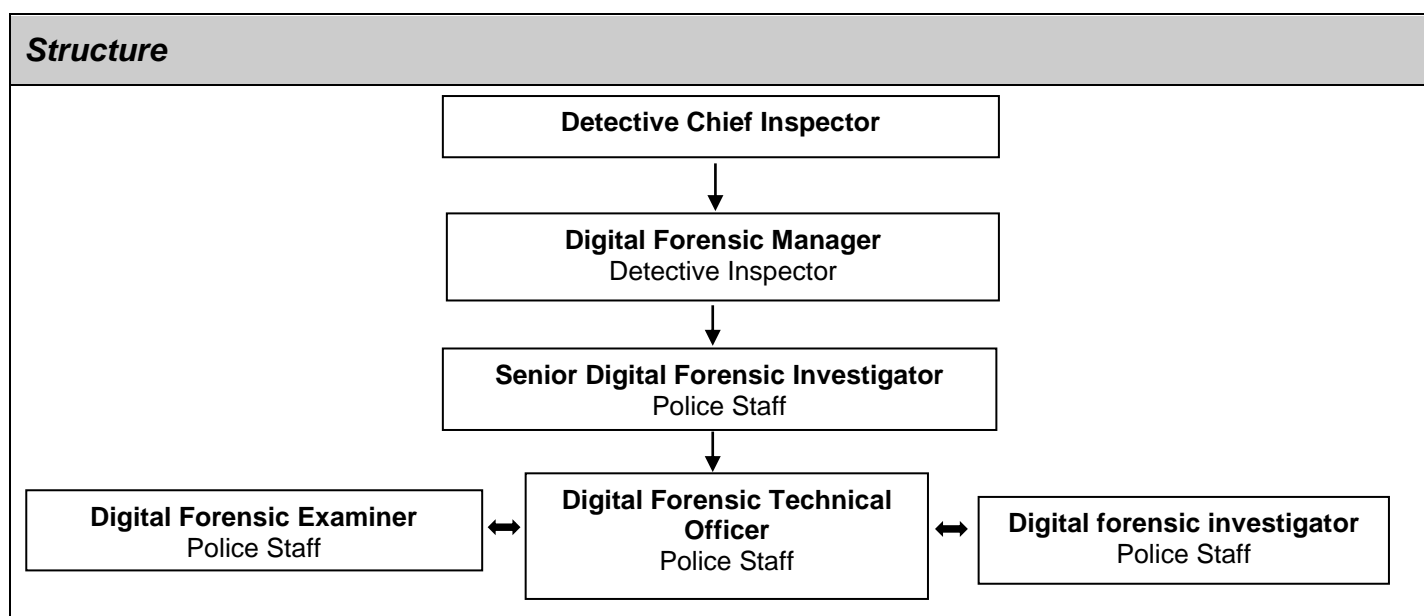
<b>Key outputs for role –</b>	
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Test, evaluate and validate new equipment (hardware/software), processes and methods under the direction of the technical manager to ensure that it meets the requirements of the unit and complete a schedule of validation and testing of all relevant DFU equipment, (hardware and software).</li><li>3. Complete a schedule of competency testing and audits on staff within the unit against the quality manual ensuring that staff are compliant with Unit processes delivering best evidence in prosecutions</li><li>4. Maintain a document library of relevant documents and versions compliant with the requirements of ISO to enable the unit to gain/maintain accreditation.</li><li>5. Develop and produce standard operating procedures for the unit under the direction of the technical manager ensuring that all processes maximise evidence yield. Review unit equipment, checking for updates available to ensure the unit continues to function effectively.</li><li>6. Provide advice and guidance to staff around ISO17025 and Forensic Science Regulator Codes compliance in line with National guidelines.</li><li>7. Undertake other duties as required up to a level consistent with the nature, responsibilities and grading of the post.</li></ol>	

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Ensure unit remains compliant with force and ISO requirements relevant to the role</li></ul>

<b>Work/Business contacts</b>
<b>Internal:</b> DFU staff, Quality management team
<b>External:</b> Other police forces, Suppliers, UKAS, FSR,

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
<ul style="list-style-type: none"> <li>Good knowledge of common operating systems and applications, such as Windows, MacOS, Linux, iOS and Android</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Degree in computer forensics or relevant experience and expertise</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Intermediate Knowledge of ISO17025 and the requirements</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Has an understanding of the forensic examination of digital devices</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Qualified ISO Auditor or having experience performing ISO auditing</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Organised and disciplined approach to work with an ability to plan and manage their own workloads</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to produce detailed and accurate written reports</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to complete the ISO 17025 internal auditor's course.</li> </ul>	Essential
<b>Other (Physical, mobility, local conditions)</b>	
<ul style="list-style-type: none"> <li>Has a full current UK/European driving licence and has ability and willingness to travel around Force area for business purposes</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Has access to a motor vehicle and is prepared to use it for business purposes</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Is prepared to work flexible hours to suit the requirements of the department, including working outside of normal working hours in some circumstance.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Prepared to successfully undertake management vetting procedures including financial checks.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Has physical and emotional resilience to deal with abusive and offensive imagery of extreme violence</li> </ul>	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"> <li>Ability to operate a variety of forensic hardware and software tools relevant to the role</li> <li>Ability to perform with minimum supervision</li> <li>Successfully deemed competent in all digital forensic processes in line with the requirements of the quality manual</li> <li>Ability to plan and manage the testing, validation and competency work of the unit with minimal supervision.</li> <li>Detailed understanding of the requirements of ISO.</li> <li>Ability to perform internal audits to a high standard.</li> <li>Must have passed the ISO 17025 internal auditor's course</li> </ul>



## 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)**

- Subject matter expert on ISO

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	22/12/17