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| Role Title | Senior Digital Data Assessor | Reporting to | Senior Digital Investigator |
| Section | Digital Investigations | District/Department | CTP NE |
| Tenure | | Rank/Grade | SO2 |

Part A – JOB DESCRIPTION

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| Overall purpose of role | To implement and maintain a specialist and comprehensive Data Review service, ensuring that Digital Data Assessment personnel and other resources are deployed safely and effectively in line with legislation, policy and best practice to support regional, national and international Counter Terrorism policing and partner agencies. |
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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. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures. Continually assess, monitor and update specialist technical practices and procedures within the unit to ensure fitness for purpose and manage the correct booking, attendance and wellbeing of specialist external agency staff such as interpreters who are requested to assist in data review ensuring that persons are suitable based on language skills and vetting status. 3. As lead practitioner, be responsible, for the supervision and prioritisation of data viewing, assessment, analysis and interpretation from a range of digital and physical sources including; computers, mobile devices, other digital storage mediums, CCTV, text documents, audio and visual images, using a range of digital investigation tools including UFED, AXIOM, XRY, # sets. keyword searches and linguistics software. Ensuring the safe, legal and ethical capture of relevant data in line with national best practice and the Senior Investigating Officers / Partner Agency objectives. 4. Supervise, motivate, develop and manage the wellbeing of a specialised team of Digital Data Assessors, providing them with clear direction, offering support concerning their review of often large amounts of depraved media and being conscious of the critical evidential and intelligence value of the products produced by the team. Ensure that work is completed effectively and efficiently whilst maintaining complete integrity to meet the requirements of the unit / CT Network and ensure a consistent approach to the assessment, interrogation and investigation of various digital and physical mediums to obtain evidence and / or intelligence. 5. Operate and interrogate multimedia ethically and in accordance with training and authorisation levels, manufacturers’ instructions and the relevant legislation, policies and procedures. Formulating and implementing policy, procedures and guidelines for all aspects of data review to satisfy compliance at local, national and international levels. 6. Supervise and participate in the provision of professional technical advice, training and guidance to Investigating Officers, surge capacity data review staff and partner agencies to ensure that evidence / intelligence from digital and physical media reviews is produced in accordance with statutory requirements and national best practice. This includes involvement in regional and national exercises to test capability to deal effectively with events and assessment of national training courses to ensure that they are appropriate to the needs of data review staff and the CT Network. 7. Oversee and participate in the presentation of evidence in Court and to police officers/staff of all ranks, being able to explain the evidential retrieval processes, in order to confirm the validity of the evidence found and compliance with relevant procedures. Peer review Digital Data Assessor’s statements, reports and intelligence packages before submission to customers. Develop and deliver suitable methods for the Electronic Presentation of media review evidence in court. 8. Work in partnership with other national and international law enforcement agencies and external partners to minimise duplication of effort and maximise intelligence opportunities in order to counter threats from extremism and associated criminal offences. |
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Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Supervision of Digital Data Assessors involved in the provision of a high quality service in the assessment, review and investigation of digital and physical data from a variety of terrorist related incidents and investigations.
- Up to 7 direct reports including the management of training of new staff or surge capacity staff at times of regional / national demand.
- Manage the booking and attendance of external agency staff (interpreters) required to conduct data reviews on behalf of the CT network.
- Working regionally and nationally if required, for potentially prolonged periods.
- Digital Data Assessors provide a high quality and specialised service in the review and investigation of digital and physical data that they encounter during the course of their enquiries. Many millions of files containing highly sensitive and potentially offensive information must be prioritised and reviewed in a forensically safe environment and its integrity maintained for submission to Court or use to support other disruption opportunities.

Work/Business contacts

Internal: SIOs, Senior Leadership, OICs, Investigations and Intelligence Teams, Digital Investigation staff, Partner Agencies, police staff and police officers from all ranks.

External: Work in partnership with CTC, other CTU's, CTIU's, national and international law enforcement agencies, external agencies such as CPS, Partner Agencies, Safeguarding Organisations, external suppliers, manufacturers and defence experts.

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

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| • Possess a thorough working knowledge and expertise of common operating systems, applications, basic network technologies and internet technologies. | Essential |
| • An aptitude for problem solving, in a methodical and orderly manner. | Essential |
| • Educated to degree level or equivalent qualification / experience in relation to role | Essential |
| • Ability to pass the core courses in relation to the review and analysis of multimedia communications, as specified by the National CTP HQ and the College of Policing. | Essential |
| • Have proven experience and / or training in a relevant field e.g. media reviewing, analytical skills, interpretation of data, navigation and use of Microsoft products | Essential |
| • Ability to work under pressure, make critical decisions, work to tight schedules/deadlines and multitask including updating computer systems with results | Essential |
| • A good understanding of social media and the ability to effectively manage and navigate the internet | Essential |
| • Practical experience of using forensic analytical software / applications e.g. UFED, AXIOM, XRY, # sets, keyword searches and linguistics packages. | Desirable |
| • Able to recognise sensitive information and maintain discretion and confidentiality. | Essential |
| • Previous supervisory / management experience. | Desirable |
| • Presented evidence in Court. | Desirable |
| • Ability to interpret both spoken and written foreign languages, e.g. Arabic | Desirable |

Other (Physical, mobility, local conditions)

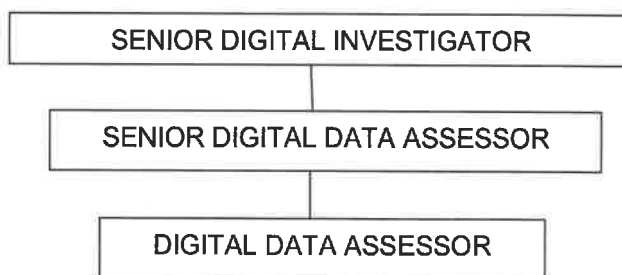
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| • Ability to conduct visual and peer review quality control | Essential |
| • Physical and emotional resilience to deal with offensive and abusive images of extreme violence, obscenity and depravity. | Essential |

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| • Willingness and ability to travel for business purposes, regionally, nationally & internationally possibly for extended periods. | Essential |
| • Willingness and ability to work unsociable hours, 24 hour cover if necessary and the ability to change hours at short notice. | Essential |
| • Full UK/European driving Licence. | Essential |
| • Access to a vehicle for Business purposes. | Desirable |
| • Willingness and ability to successfully undergo MV / SC vetting procedures. | Essential |

Expertise in Role - After initial development - Level 2

- Ability to operate a variety of forensic hardware and software tools relevant to the role.
- Has successfully obtained Team Leader CLDP qualification or equivalent and displays motivational and managerial skills for the team
- Has developed detailed knowledge of relevant policies and procedures relevant to the role, including the principles of disclosure e.g. CPIA, PACE, RIPA, Human Rights Act, Data Protection.
- Has developed knowledge of related multimedia investigations and associated issues.
- Has successfully presented evidential / intelligence briefings to law enforcement and partner agencies in a range of fora.
- Has successfully passed all courses deemed relevant to the role.
- Experience of managing complex investigations including the management of external agency staff (interpreters) and providing senior staff with updates regarding capacity, capability, evidential/intelligence updates and identification of potential operational threat and risk
- Ability to manage and update the case management system in relation to the progress of multiple ongoing operations

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

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert in relation to the reviewing, analysis, interpretation and presentation of digital and physical data and multimedia communications.
- Has successfully obtained Professional Certificate in Management or equivalent.

PART D - ACCESS & VETTING

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| <i>Standard IT Access</i> | Standard |
| <i>Police Building (Perimeter and Zone access)</i> | Perimeter Access to police buildings where based |
| <i>Vetting Level</i> | MV / SC |
| <i>Date accepted as a role profile</i> | 12 th March 2020 |