ROLE PROFILE

Role Title	Senior Digital Forensic Investigator	***Reporting to***	Digital Forensic Operations Manager
Section	Digital Forensics Unit	***Division/Department***	Protective Services Crime
Tenure		***Rank/Grade***	POB

Part A – JOB DESCRIPTION

Overall purpose of role	To be a team leader in the Digital Forensics Unit, providing technical knowledge and investigative skills in all aspects of Digital Forensics, supporting an investigation. To be responsible for all levels of digital investigations and supervise the day-to-day management of DFU teams. Manage the risk of supervising multiple high-risk investigations simultaneously and a team dealing with stressful material.

Key outputs for role –		***% time***
	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. Responsible for the supervision, workload and performance management of staff within the Digital Forensics Unit, making effective use of resources to provide highest level of service delivery, development and continuous improvement. Provide staff with clear direction to enable them to efficiently and effectively meet the requirements of the Department and ensure a consistent approach to the acquisition of evidence/intelligence, in line with ISO and NPCC guidance. 3. Be responsible for ensuring all digital examinations and investigations are assessed and prioritised in line with the Force delivery plan, taking into account the level of risk and complexity challenge associated with each case. Be responsible for monitoring and assessment (peer-review) procedures, and evidential reports produced by staff at the completion of cases to ensure that the Forensic Science Regulator Codes and ISO17025 standards are maintained and adhered to. Take corrective action where necessary post audits and dip samples. 4. As a lead practioner, be responsible for the supervision of forensic acquisition, examination and analysis of evidence/intelligence from a variety of electronic based systems and devices. In accordance with national guidelines ensuring compliance with best practice & legislation, secure and retrieve evidence from digital devices to inform investigations, utilising proprietary and bespoke software with responsibility for ensuring the continuity of all exhibits and maintaining integrity throughout. 5. Supervise and participate in providing a scene response to digital investigations from the case strategy, through to the investigation into recovered digital media. Using expert knowledge, to work with the investigating team and SIOs in the field to direct appropriate searching and seizing, in line with relevant legislation and best practice. 6. Responsibility for the planning, supervision and coordination of Digital Investigations referred to the unit, providing expert advice and guidance to Investigating Officers to ensure that investigations are focussed and intelligence led. Negotiate with CPS, judiciary, SIOs and other partners using professional judgement and credible dialogue to achieve desired outcomes. 7. Manage an extensive workload of high-risk investigations. Make risk based decisions, with a clear understanding of potential threat risk and harm, taking responsibility for those decisions. Set strategies for complex digital investigations. 8. Set and implement training plans for staff, maintain records, manage staff health and wellbeing, and take supporting action as appropriate. 9. Produce supporting intelligence reports for OICs detailing evidence and categorised images for achieving successful prosecution outcomes. Ensure that they are in an understandable format for individuals with limited computer knowledge, whilst ensuring that full disclosure has been provided in accordance with guidelines. Oversee and participate in the presentation of evidence at court when required, to	

	explain the evidential investigation processes in order to confirm the validity of the evidence found and compliance with relevant procedures.	

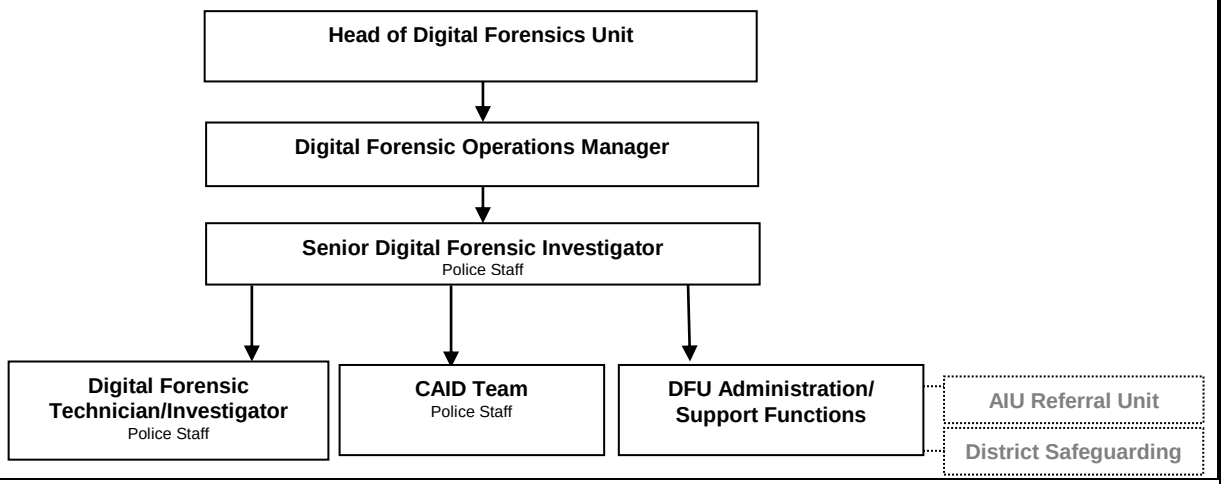
Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*
• Supervises the professional content and delivery of the work of up to 12 members of staff
• May be required to act as an 'specialist witness' in both internal and external investigations
• Manage a workload of up to 150 high risk cases

Work/Business contacts	
Internal:	DFU Staff, Victim Identification Officer, District Safeguarding, OIC's, SIO's, , Crime Managers, NPT Supervisors, Crime Scene Examiners, RSSS, Protective Services Crime Specialist Units
External:	Regional Cyber Unit, National Crime Agency, CEOP, Other Police Forces, Suppliers

Expertise in Role Required (At selection - Level 1)	**Essential or Desirable**
• Advanced working knowledge and expertise of common operating systems and applications	Essential
• Proven experience problem solving, in a methodical and orderly manner	Essential
• Educated to degree level in a computer based discipline and / or significant experience and understanding of working in a Digital Forensic environment	Essential
• Completed the core courses in relation to the recovery and analysis of digital evidence, as specified by NPCC.	Essential
• Working understanding of the Forensic examination of digital devices with experience of working on all crime types, including experience of managing and conducting complex Level 3 investigations.	Essential
• Awareness and understanding of relevant Criminal Law and procedures.	Essential
• Previous supervisory/management experience	Essential
• Knowledge, experience and understanding of operational policing	Desirable
Other (Physical, mobility, local conditions)	
• Physical and emotional resilience to deal with large amounts of abusive and offensive imagery depicting extreme violence, obscenity and depravity; including graphic images of child abuse. Capability of supporting staff in that environment. Post holder must be willing to undergo regular Psychological Assessments.	Essential
• Full current UK / European driving licence.	Essential
• Willingness and ability to travel for business purposes.	Essential
• Be prepared to participate in a standby rota	Essential
• Ability and willingness to work flexibly if required	Essential
• Successfully undergo vetting procedures to Management Vetting (MV) level	Essential

Expertise in Role - After initial development - Level 2
• Ability to operate a variety of forensic hardware and software tools relevant to the role.
• Awareness of criminal laws, legislations and procedures relevant to the role.
• Has successfully managed complex cases
• Has developed staff to perform effectively in digital investigations
• Successfully completed the recommended internal and NPCC recommended training courses.
• Has supported staff working in the sometimes traumatic DFU environment

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

Select one level

Level 2 – Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- To be a recognised expert in this field

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to all Police Buildings Force wide
Vetting Level	(MV) Management Vetting
Date accepted as a role profile	16.12.2019