



Role Title	Data Review Officer	Reporting to	Senior Data Review Officer
Section	Digital Investigations	District/Department	CTU
Tenure		Rank/Grade	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	To provide specialist technical support to regional, national and international Counter Terrorism related investigations through the viewing, assessment, analysis and interpretation of various forms of data including: digital, multimedia, audio and text, provided from a range of law enforcement and intelligence 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 and Force Purpose and Values, taking appropriate action to ensure that all your team members do likewise.2. Using a variety of digital imaging, audio and analytical software, view and assess seized media from a range of digital and physical sources including; computers, mobile devices, other digital storage mediums, CCTV, text documents, audio and visual images. Securing and capturing relevant data in line with national best practice and the Senior Investigating Officers / Partner Agency objectives.3. Analyse captured data using a range of digital investigations tools including; Nitra, Retina, # sets, keyword searches and linguistics software. Identifying emerging issues or areas of concern, recording these appropriately on the relevant logging systems and providing information / recommendations as necessary, in order to inform senior managers' and partner agency decision making.4. Create evidence and intelligence packages for multi-agency use relating to terrorism, extremist or subversive activities and any other actions that support, glorify or espouse the commission, preparation or instigation of such offences. This includes statements for court purposes where necessary.5. Be able to interpret and explain digital / multimedia forensic data in a non-technical and accessible manner to Investigating Officers, including the presentation of recovered digital and physical evidence / intelligence, to assist with the investigation process.6. Attend Court, as a witness and present evidence in Court, being able to explain the evidential recovery processes in order to confirm the validity of the evidence found. Develop and deliver suitable methods for the Electronic Presentation of evidence in court.7. Provide professional advice and guidance, internally and externally, on the complex legislative environment and processes relating to the safe and ethical review of highly sensitive and potentially traumatic data.8. Maintain and support the ACPO best practice guidance for digital / physical evidence in the retrieval and handling of digital based / physical exhibits, as well as working within the Data Protection Act, Freedom of Information Act and other relevant legislation, maintaining compliance at local, national and international levels.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• No direct reports, other than to assist and train new staff or surge capacity staff at times of increased regional / national demand.• Investigating Officers require 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. Highly sensitive and potentially offensive information must be reviewed in a forensically safe environment and its integrity maintained for submission to Court or use to support other disruption opportunities.• May be required to act as a 'subject matter expert' in both internal and external investigations.

Work/Business contacts

Internal: Work closely with Investigating Officers, Safeguarding Officers and Police staff 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, Security Service, UKIS, GCHQ, Safeguarding Organisations, external suppliers, manufacturers and defence experts.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• 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
• Ability to pass core courses in relation to the review and analysis of multimedia communications, as specified by the National HQ for CT Policing and the College of Policing.	Essential
• Degree in Multimedia Communications / or equivalent qualification in Multimedia Communications.	Desirable
• 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
• Practical/proven experience of using forensic analytical software/applications e.g. Nitra, Retina, # sets, keyword searches and linguistics packages.	Desirable
• Ability to work under pressure, make critical decisions and work to tight schedules and deadlines.	Essential
• Able to recognise sensitive information and maintain discretion and confidentiality.	Essential
• Ability to interpret both spoken and written foreign languages, e.g. Arabic	Desirable
Other (Physical, mobility, local conditions)	
• Physical and emotional resilience to deal with abusive and offensive images, of extreme violence, obscenity and depravity.	Essential
• Willingness and ability to travel for business purposes, regionally, nationally & internationally, possibly for extended periods.	Essential
• Willingness and ability to work unsociable hours provide 24 hour cover if necessary and the ability to change hours at short notice.	Essential
• Full UK/European Driving Licence.	Essential
• Access to vehicle for Business purposes.	Desirable
• Willingness and ability to successfully undergo SC / DV 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.
- Ability to perform the role with minimal supervision, displays high self-motivation, together with the ability to use own initiative to plan and organise workload.
- Awareness of criminal law and procedures relevant to the role, e.g. CPIA, PACE, RIPA, Human Rights Act, Data Protection, Terrorism Act.
- Ability to complete National HQ for CT Policing / College of Policing and role specific courses.
- Ability to present digital / physical evidence to Court standards.

(Framework page 23)

Structure

Senior Data Review Officer

Data Review Officer

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 C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is seen as a source expertise in relation to the reviewing, analysis, interpretation and presentation of digital and physical data and multimedia communications.
- 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.

PART D - ACCESS & VETTING

Standard IT Access	Standard
Police Building (Perimeter and Zone access)	Force Access
Vetting Level	MV and SC
Date accepted as a role profile	