



## ROLE PROFILE

<b>Role Title</b>	Digital Forensics Operations Manager	<b>Reporting to</b>	Head of Digital Forensics Unit
<b>Section</b>	Digital Forensics Unit (DFU)	<b>District/Department</b>	Protective Services Crime
<b>Tenure</b>		<b>Rank/Grade</b>	POD

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To support the Head of DFU in the overall management of Digital Forensic investigative functions across the organisation, ensuring the provision of an effective, efficient and comprehensive Digital Forensics Service to the Force. Working with and supporting the Head of DFU promote innovation and development through the continuous improvement of systems, processes, working practices and technology.
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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. Proactively manage the performance, attendance and wellbeing of police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.</li><li>3. Responsible for managing investigative operational, performance and productivity within the Digital Forensics Unit (DFU) and district/departamental teams of DFU staff, leading the delivery of DFU provision to make the most effective and efficient use of resources to meet demands and optimise service delivery.</li><li>4. Develop case specific strategies for complex cases in partnership with local investigators, maintaining an awareness of current research and development in relation to Digital Forensics to identify key submissions that maximise forensic and investigative opportunities; ensuring compliance with regulatory standards, criminal and civil procedure rules.</li><li>5. Assist and contribute to the tactical delivery of digital forensic services across the force. Supporting the head of DFU in advising management and Senior Leadership Teams across the Force in relation to relevant developments in Digital Forensic Investigations, making recommendations that will lead to continuous improvement in the quality of investigations, Force Policies and Procedures.</li><li>6. Develop, compile, assess and report information in relation to the performance and productivity of all elements of Digital Forensic Investigations and ensure appropriate progress is made against previously agreed reporting and investigation timeframes.</li><li>7. Assist the head identify and promote best practice across the Force, Region and nationally, ensuring WYP are represented and at the forefront of future developments to processes, systems and technology in respect of Digital Forensics. Advising staff and officers up to Chief Officer Level.</li><li>8. Support the head of DFU in the completion of audit &amp; inspection processes and the investigation &amp; resolution of complaints. Identifying quality of service issues including any inefficient equipment, practices or procedures, identifying potential improvements and solutions, to maintain and improve quality of service.</li></ol>

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

- Management responsibility for 11 staff members directly and 110 overall.
- Investigations must be conducted in full compliance with Force Policy, NPCC Guidance, PACE, CPIA, RIPA and ECHR legislation.
- The ongoing identification and implementation of improvements to processes, systems and working practices within the DFU.
- Responsibility for ensuring the investigative DFU teams are compliant with Force, Forensic Science Regulator Codes 17025 and ISO 17020.

**Work/Business contacts**

**Internal:** Chief Officer Team, SIO's, District Chief Superintendents, Crime Managers, District Safeguarding Leads, NPT Supervisors, RSSS, Protective Services Crime Specialist Units.

**External:** Regional Cyber Unit, CPS and appointed Counsel, other Forces, National Crime Agency, College of Policing, Home Office, Outsourcing companies, Transforming Forensics. NETIC.

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

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|---|-----------|
| • Management experience in a digital forensic environment   | Essential |
| • Knowledge and experience of ISO 17025 accreditation and forensic science regulatory codes.  | Essential |
| • Understanding of the MAPPA process and Sex Offender Legislation.  | Desirable |
| • Significant experience as a Digital Forensic practitioner with experience of working on serious and complex investigations, preparation of evidence, and court testimony. | Essential |
| • Has an understanding of crime scene interpretation and potential forensic opportunities.  | Desirable |
| • Has a detailed knowledge of Criminal Law and Court processes  | Desirable |
| • Ability to attend and pass requisite NPCC recommended training and courses  | Essential |

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

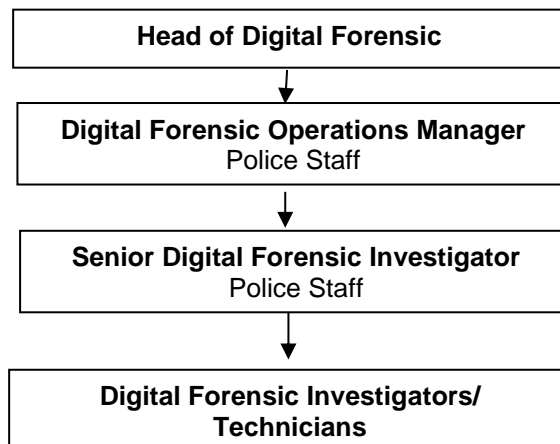
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|--|-----------|
| • Prepared to work flexibly to meet the needs of the department  | Essential |
| • Willingness and ability to travel for business purposes.   | Essential |
| • Successfully undergo vetting procedures to Management Vetting (MV) level   | Essential |
| • Full current UK / European driving licence.  | Essential |
| • Due to the nature of the work and investigations carried out within the DFU it is highly likely the post holder will be exposed to material of an abusive and offensive nature, including graphic child abuse imagery. | Essential |

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

- Awareness of criminal law and procedures relevant to the role
- Achieved a greater understanding of crime scene interpretation and forensic opportunities.
- Detailed knowledge of relevant legislation and processes.

- Successfully completed the recommended internal and NPCC recommended training courses
- Has been able to develop and implement complex case strategies
- Has delivered improvements to working practices, process and systems through the identification and integration of innovative technology and best practice from other Forces and relevant Organisations.

## 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)

### Select one level

Level 2 – Supervisor/Middle Manager

## PART C - DEVELOPMENT OF ROLE

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

- Recognises and develops best practice in the investigation of child sexual exploitation and other relevant crimes and disseminates this throughout Protective Services Crime, Districts and other Force Departments.
- Has identified opportunities for income generation through the development of leading edge knowledge, skills and expertise within the Digital Forensics Unit.
- Recognised as an expert in the role

## 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>	16.12.2019

