



<b>Role Title</b>	Audio Technical Officer	<b>Reporting to</b>	Senior Imaging Officer (Operational Imaging)
<b>Section</b>	Regional Imaging Unit	<b>District/Department</b>	Regional Scientific Support Services
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To provide an effective and efficient specialist support to YatH Scientific Support Services Imaging Unit in relation to audio enhancing and editing, ensuring a high technical standard to aid in the investigation and detection of crime.
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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. Support and engage in the relevant quality management system/s to ensure organisational conformance with the standards required by the Forensic regulator</li> <li>3. Input digital audio files from a variety of sources into suitable audio enhancement workstation, separating the audio from video media where necessary selecting from a wide range of software tools, filters and techniques to produce optimum sound quality that will enhance audio product.</li> <li>4. Retrieve and store raw files and edited material in an organised and auditable method according to MOPI guidelines on a secure digital server</li> <li>5. Conduct screening in order to offer technical direction to advise investigating officers and Forensic Submissions staff on the most effective audio technique that can be offered in-house or by an external service provider on a case by case basis considering the viability of conducting voice comparison analysis, giving a likely evaluation of cost and timeliness.</li> <li>6. Maintain a computerised management information system for all work to ensure efficient administration and accurate records of evidence.</li> <li>7. Prepare written statements and technical reports and attend court to give evidence that is in accordance with legislation and guidelines concerning continuity of evidence.</li> <li>8. Liaise and discuss with customers, officers and other stakeholders throughout the post production process, organising and prioritising workload in order to keep to deadlines and to ensure that the final edit satisfies expectations.</li> <li>9. Provide advice and practical help to officers and other customers both at pre-record stage and post production in capturing best quality audio and then developing and interpreting a comprehensive work brief to be used by self and colleagues in editing audio material into a finished product.</li> <li>10. In tandem with the department, ensure both continuous personal development and development of the service offered, by keeping abreast of latest technologies in the imaging field and make recommendations to management where appropriate.</li> </ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• Process 200 audio projects per year and perform 40 -50 screening reports.</li> <li>• Work to prescribed quality standards as set out in the SSS quality manual.</li> <li>• To ensure compliance with relevant international and regulatory standards (e.g. ISO 17020/25, FSR Codes, etc).</li> </ul>

### **Work/Business contacts**

**Internal:** Officers and staff from the Yorkshire and the Humber region to provide advice and information related to audio issues.

**External:** Members of other Forces as customers and to exchange information and expertise. Company representatives to seek technical information and organise demonstrations to compare and evaluate equipment. Specialist personnel from non-police sources to gain information.

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

- |   |           |
|---|-----------|
| • Has a degree in Audio engineering or equivalent proven experience working in an associated field.                                     | Essential |
| • A working understanding of audio production techniques Knowledge of Broadcast Standard Video Equipment                                | Essential |
| • A proven working ability to use and change between a number of professional digital video and audio enhancement and editing packages. | Essential |
| • Detailed knowledge of imaging equipment, techniques and processes.  | Desirable |
| • Detailed knowledge of digital video techniques and equipment  | Desirable |
| • To be aware of relevant legislation including the law of copyright. MOPI guidelines, disclosure and Freedom of Information.           | Desirable |

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

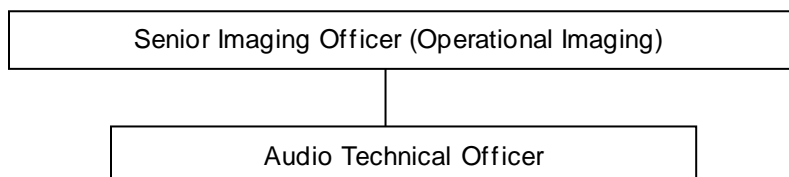
Ability to assess sound and audio to a defined occupational standard.

Essential

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

- Detailed knowledge of all Audio, Video and Photographic equipment and software used within the Department
- Basic knowledge of legislation, Force and local policies and procedures relating to the Imaging Unit.
- Ability to work unaided, interpreting briefs for projects running into several weeks
- Knowledge of the work undertaken by the Regional SSS.

### **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)

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

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

- Is recognised as a source of expert advice relating to Audio services

## PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	2016