Role Profile

C9221 S6 Data Forensic Technician

Role Description

To provide efficient and effective technical support capability to Data Forensics, including monitoring and managing the reception and return of digital forensic submissions and maintaining administrative systems to ensure their integrity and continuity. To undertake the examination of all removable media received in the unit and to assist with digital evidence recovery of computers in terms of initial acquisition.

Main Responsibilities

- On receipt of incoming forensic submission requests, to evaluate, triage and gate-keep against offence, risk, proportionality to the investigation.
- Be responsible for the management, maintenance, record handling, storage and quality assurance of forensic exhibits/paperwork, ensuring adherence to ACPO good practice.
- To provide administrative support to the Unit, managing records of stock control and undertaking systems and processes for server data backup and restore routines. To arrange for services/repairs to be carried out where appropriate.
- To act as first point of contact for the Unit, dealing with enquiries from members of staff, the public, other law enforcement agencies, CPS and Counsel by phone or in person, giving advice in accordance with guidance or making the appropriate referral.
- Develop and maintain specialised and up to date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations and to develop the unit.
- To manage the destruction and disposal of evidence in line with policy and procedures.
- To forensically image computers and media devices and forensically assess media devices for evidential purposes using specialist hardware and software.
- To examine computer and media devices using triage examiner software, reporting examination results.
- To assist officers as appropriate in the execution of search warrants and provide advice on the correct methods of seizing and removing computer equipment.
- To produce evidential statements and present evidence in court.
- To monitor defence experts whilst they conduct defence examinations, ensuring that security of exhibits and the unit is maintained during the visit. Organise and attend meetings internally, externally and at a regional level.

Rank\Scale

Scale 6

Supervisory Responsibility

None

Additional Information

Role Profile

C9221 S6 Data Forensic Technician

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

Special Conditions:

All successful applicants will be required to submit themselves for drug testing in line with employing Force's Drug Policies.

Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.

When operational requirement to travel and work at other SW Forces locations.

Exposure and handling of disturbing and graphic images from investigations

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

This role requires regular Occupational Health assessments

Designated Powers in relation to seizure, handling and creation of exhibits

Manual handling and movement of hardware and consumables

Experience and Qualifications

The postholder will be computer literate and hold a computer related qualification. They will have experience of using a variety of software tools and applications and be able to draft correspondence, formulate basic reports as directed and carry out basic research.

The postholder will have previous administration experience, preferably in a highly confidential environment and will have good planning and organisational skills to work to tight deadlines. Good problem solving skills are also essential, together with exellent interpersonal skills as the ability to work as part of a team as well as independently with minimum supervision is paramount. A working knowledge of specialised forensic software/hardware and an understanding of ACPO guidelines and principles for computer based electronic evidence is also essential.

A basic knowledge of computer soft and hardware storage devices, connectivity types etc is essential, together with good practical skills and ability to assemble/connect specialist technical equipment. The postholder will also have an understanding of relevant legislation and have experience of applying legislation to evidential data.

The postholder will hold a full current driving licence or be able to travel around the region by alternative means.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Management Vetting (MV) And National Security Vetting - Security Clearance Level (SC). Therefore you must have 5 years residency in this country prior to application.

Shortlisting

Role Profile

C9221 S6 Data Forensic Technician

SHORTLIST

Criteria relevant to the job

ESSENTIAL

Requirements necessary for safe and effective performance in the job

ADDITIONAL/USEFUL

Where available, elements that contribute to improved/immediate performance in the job

Qualifications

Computer related qualification, not limited to, but such as MICROSOFT Certification or Chartered IT professional.

QE1

Hold a full UK driving licence – or be able to have suitable personal arrangements to be transported to various locations to undertake role as and when required.

QE2

Experience

Experience of monitoring, maintenance and upgrading of IT equipment and software within a specialist unit, such as the High Tech Crime Unit, with experience of Microsoft Server platforms and Domain working.

EE1

Experience of working with specialised forensic software/hardware and understanding of ACPO guidelines and principles for computer based electronic evidence.

EE2

Role Profile

C9221 S6 Data Forensic Technician

The ability to work with graphic and traumatic images and information on a regular basis without undue distress.

EE3

Experience of working in an administrative capacity within a technical environment, demonstrating attention to detail, within a highly confidential unit.

EE4

Able to communicate clearly at all levels such as with Police Officers and other professional persons including providing evidential reports for court as required.

EE5

Demonstrable ability to use information methodically to identify and analyse problems and draw logical conclusions.

EE6

Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: •I take into account individual needs and requirements in all of my actions •I understand that treating everyone fairly does not mean everyone is treated the same •I always give people an equal opportunity to express their views •I communicate with everyone, making sure the most relevant message is provided to all •I value everyone's views and opinions by actively listening to understand their perspective •I make fair and objective decisions using the best available evidence •I enable everyone to have equal access to services and information, where appropriate	No

Role Profile

C9221 S6 Data Forensic Technician

Core Values	Integrity	Supervisory/Middle Manager	Behaviours: •I always act in line with the values of the police service and the Code of Ethics for the benefit of the public •I demonstrate courage in doing the right thing, even in challenging situations •I enhance the reputation of my organisation and the wider police service through my actions and behaviours •I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations •I am open and responsive to challenge about my actions and words •I declare any conflicts of interest at the earliest opportunity •I am respectful of the authority and influence my position gives me •I use resources effectively and efficiently and not for personal benefit	No
Core Values	Public Service	Supervisory/Middle Manager	Behaviours: •I act in the interest of the public, first and foremost •I am motivated by serving the public, ensuring that I provide the best service possible at all times •I seek to understand the needs of others to act in their best interests •I adapt to address the needs and concerns of different communities •I tailor my communication to be appropriate and respectful to my audience •I take into consideration how others want to be treated when interacting with them •I treat people respectfully regardless of the circumstances •I share credit with everyone involved in delivering services	No
Core Values	Transparency	Supervisory/Middle Manager	Behaviours: •I ensure that my decision-making rationale is clear and considered so that it is easily understood by others •I am clear and comprehensive when communicating with others •I am open and honest about my areas for development and I strive to improve •I give an accurate representation of my actions and records •I recognise the value of feedback and act on it •I give constructive and accurate feedback •I represent the opinions of others accurately and consistently •I am consistent and truthful in my communications •I maintain confidentiality appropriately	No

Role Profile

C9221 S6 Data Forensic Technician

Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	No
Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.	No

Role Profile

C9221 S6 Data Forensic Technician

Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.	No
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service. I motivate and inspire others to achieve their best.	No

Role Profile

C9221 S6 Data Forensic Technician

Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.	No

NOS

NOS Unit	Unit Name	Unit Description