

Job Title: Digital Forensic Investigator	
Job Evaluation Number	B863

JOB DESCRIPTION

Job Title: Digital Forensic Investigator	Location: Counter Terrorism Policing South East (CTP SE)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Digital Investigations Supervisor	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Conduct detailed forensic digital examinations as part of investigations and operations into Terrorism and Domestic Extremism related offences. Recover evidential data from computers, mobile phones, CCTV systems and other electronic devices in accordance with ACPO guidance and court approved investigative techniques. Gather and distribute relevant / quality intelligence and provide high quality written and oral evidence. Provide technical advice and assistance regarding all aspects of digital evidence to officers and staff engaged in the investigation of Terrorism and Domestic Extremism related offences.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Conduct forensic digital examinations of seized computers, mobile phones and other electronic devices using appropriate processes, methodologies, tools and techniques, in accordance with ACPO guidance and court approved investigative techniques. Assess all immediately available electronic evidence, conduct risk assessments, assess the factors likely to impact on the investigations and check the necessary authorisations. Ensure that all material is retained and recorded in order that it can be accessed and used as part of the investigative process.
2. Pass on any relevant information and intelligence to appropriate person(s) and departments, complying with appropriate legislation. Provide high quality written and oral evidence regarding complex technical matters to support the investigation/operation that can be presented and used by officers/Crown Prosecution Service. Attend court as a witness in support of such evidence.
3. Attend searches of premises to assist in the seizure and 'live' examination of computer/mobile phone and other digital equipment. Identify and secure digital evidence sources to assist with investigations. Identify and mitigate Health and Safety risks associated with electronic devices.
4. In accordance with legislation and policy assist in open source internet investigations and the capture / recovery of data from the internet and Cloud based services. Identify further investigative opportunities such as identifying suspect(s), victim(s) and potential witnesses.
5. In accordance with national guidelines and policy, assist as required with specialist CCTV work such as the downloading of video and audio product from CCTV systems in commercial and private premises. Be able to prepare, present and where possible provide the clarification of both audio and video product for review. Where necessary provide media presentations for court in order to ensure the best representation of the evidence available. Ensure all data recovered and identified is recorded and stored in a manner that maintains continuity and evidential integrity.
6. Carry out regular checks and maintenance on equipment held by the CTP SE to ensure it remains serviceable. Deal with telephone enquiries in relation to all technical and administrative issues and assist in providing statistical information on the unit's performance and achievements.
7. Maintain current knowledge within field of expertise, keeping up to date with changes through personal development, training and other available resources.

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8. Provide guidance/technical support to officers/staff from other departments within CTP SE regarding all aspects of digital evidence involving computers, mobile phones, the internet/CCTV recovery.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
The role holder will have a high investigative/examination workload in relation to terrorism and domestic extremism related offences within CTP SE. They will be working to strict timescales and deadlines using a number of specialist software packages.
The post holder must be physically fit with the ability to lift computer equipment and other seized materials, within safe limits including at night. Good eyesight is required with or without corrected vision. The post holder must also be prepared to go through security vetting.
The post holder must be willing to work flexible hours to suit the requirements of the department and must be willing and able to travel for business purposes to different locations across the force and national CT Network and undertake all assignments in a timely manner. The post holder will be expected to be part of an on-call rota and also be able to work some evenings and weekends where required. Due to these requirements a full UK driving license is also considered essential.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Proven experience in computer forensic work AND/OR relevant computing qualifications (e.g. MSCE (Microsoft Corporation Certification Engineer) or HNC in Computing), plus knowledge of the internet and networking.	E
2. Proven knowledge and experience of a wide range of computer hardware/digital devices (mobile phones)/software/operating systems/networks.	E
3. Proven ability to work unsupervised/prioritise workload in order to meet deadlines and manage demands, often working under pressure sometimes dealing with distressing/disturbing material.	E
4. Good written skills/previous experience of provision of statistical information to a high level of accuracy, with a methodical approach and ability to analyse and produce solutions to problems.	E
5. A good communicator – confident and assertive when required - who is able to deal with people at all levels both internally and external agencies, as well as working well in a team.	E
6. Able to recognise sensitive information and maintain discretion and confidentiality.	E
7. The post holder must be willing to work flexible hours to suit the requirements of the department and must be willing and able to travel for business purposes, regionally and nationally. Full UK driving licence.	E
8. The post holder must be prepared to undertake specialist training to assist with incidents involving Chemical, Biological, Radiological or Nuclear (CBRN) materials in the United Kingdom.	E
9. Previous experience of computer/mobile phone forensic techniques/software e.g. EnCase, Forensic Tool Kit (FTK), Cellebrite, XRY etc.	D
10. Previous experience in law enforcement/investigative organisation/s.	D

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Additional comment: Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.