

Job Title: Forensic Scientist	
Job Evaluation Number	B780

## JOB DESCRIPTION

<b>Job Title:</b> Forensic Scientist	<b>Location:</b> Headquarters South
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Forensic Services Manager	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Forensic Examiners (Biology) and / or Forensic Footwear Examiners	

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

**The overall purpose of the role is to:** Provide technical expertise and expert opinion in the interpretation of complex forensic examinations in order to contribute to the detection of crime.

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. Manage all activities within their specific Forensic Unit, prioritising examinations according to the needs of the Investigators and Criminal Justice System.
2. Responsible for and to supervise forensic examinations, ensuring that Standard Operating Procedures and ISO 17025 processes are followed meticulously. Also able to carry out their own examinations when required.
3. Prepare reports and evidential statements containing complex interpretation & opinion. Attending Court to present evidence when required. Peer Review findings of other Forensic Scientists (both internal and external).
4. Effective Communication with Police Investigators and FIU staff in order to determine the most effective Forensic Examination Strategies.
5. Technical lead for ISO 17025 accreditation. Develop the range of forensic services offered in-house. Ensuring validation and scientific basis for any techniques employed.
6. Provide scene attendance service to provide expert opinion and interpretation in Serious and Major Crime cases.
7. Mentor, develop and coach staff in order for them to realise their potential.
8. Using experience to select the most appropriate items to external forensic service providers ensuring value for money and best evidence is obtained.

**Additional comments.**

The role will encompass interpretation of complex crime scenes and be responsible for the management of all aspects of the unit, including prioritisation of workload, staff, consumables, (equipment, laboratories and other assets) together with responsibility for overseeing environmental monitoring, internal audits and other tasks that contribute towards ISO 17025 accreditation.

The post holder will need to be a strong decision maker and confident in their competence and ability (as there is a limited support network available within the Force). The post holder will have a good knowledge of the external forensic market place and will be able to gain access to specialist techniques available nationally.

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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 workload will be heavy and relatively constant throughout the year (at or near full capacity), with increases in demand at short notice; therefore the post-holder must be able to deal with stress and be able to organise and prioritise the competing demands on the Unit's resources.

On average the post holder will oversee the examination of over 500 submitted items per annum. They may attend major crime scenes where their experience will be vital to the interpretation of the crime scene.

The post holder will provide a professional technical interface between the Forensic Investigation Unit (FIU) and Senior Investigating Officers, Prosecuting Lawyers and Barristers as well as internal stakeholders. They must have good communication skills and will also have the ability to produce information in a logical format without a reliance upon technical jargon.

The post holder will have budgetary authority for external submissions of £7500 per case (in-line with CSI Supervisors). Therefore the post holder will need to utilise their experience in order to select the most appropriate and cost effective samples for submission (in line with departmental procedures). Additional submissions will require the authorisation from FIU Management.

The post holder will be responsible for the performance of their particular unit, in terms of throughput, cost savings, timeliness and success. The post holder will be responsible for delivering performance data at quarterly FIU Performance meetings chaired by the Head of Force Crime.

**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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Educated to at least degree level in a scientific subject & recent and relevant experience as a Forensic Scientist at Reporting Officer level.	E
2. Experience of presenting expert/specialist evidence within the Criminal Justice System in the particular area of forensic science for the role being advertised (see job specific focus).	E
3. Demonstrate clear and accurate written and oral communication skills, in order to produce concise evidential statements, reports and complex forensic strategies.	E
4. Substantial experience of mentoring and developing staff. Ability to plan and deliver training sessions to a variety of audiences including senior managers and police officers and CSIs in order to improve Force performance.	E
5. Proven experience of working with minimal supervision, organising own workload and that of a team. Ability to work to tight deadlines within a busy environment and a confident decision maker.	E
6. Able to recognise sensitive information and maintain discretion and confidentiality.	E
7. Experience of contributing effectively as part of a team and willingness to continued professional development. Ability to develop working relationships with external forensic science suppliers and other agencies.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments including training courses. Due to the requirement to pass the Force Driving Test and to work flexibly, unsocial hours and personal safety for lone working; public	E

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transport will not be suitable. For this reason a full UK driving licence is considered essential\*.

**Additional comments:** At interview, candidates will be asked to:

\* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

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 and 5 years for the TVP Staff Elimination Database. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.

#### Duties

Hours of duty will initially be Monday to Friday 0800-1600

- This is an operational role and will require the post holder to show a high degree of flexibility regarding working hours and tasks.
- A call out allowance of 5% may be paid in appropriate roles.

#### Medical /Welfare/H&S

- Due to the nature of the role and for own protection the post holder will be required to keep Tuberculosis, Polio, and Hepatitis B and Tetanus injections up to date.
- They are required to wear the uniform and PPE provided by TVP when at work
- Good eyesight (with or without correction) is required in order to carry out detailed and meticulous work.

#### Additional Requirements:

- CPD (recorded via PDR); the post holder will need to be able to operate and adapt to new technology within Forensic Science. They will also take personal responsibility to keep abreast of developments within forensic science.

Appendix A: In addition to the generic role, Job specific focuses are included below:

#### **Forensic Scientist – Footwear Unit, HQ South**

This role is the operational lead and professional interface between the Footwear Unit and its internal and external customers. Regular internal customers typically consist of: Forensic Submissions Unit, Investigating Officers and CSI staff. External customers would typically be: Forensic Science Laboratories and representatives from the CPS.

The post holder will be an established Reporting Officer within the field of Forensic Chemistry (marks and traces) and will be competent to deliver:

The pre-screening of potential footwear submissions to increase the efficiency of the unit. The provision of an in-house evidential footwear comparison service. They will also ensure that cases that require other evidence types are also fully considered (e.g. trace evidence or wearer DNA). The post holder will also be expected to conduct Footwear pattern coding (using NFRC) and producing subsequent intelligence links when required.

The post holder will also be competent in all photographic /imaging techniques associated with footwear examinations and will have expertise associated with the production of high quality footwear images from Gelatine/Electrostatic Lifts. They will also be expected to develop expertise in the chemical enhancement of footwear marks and impressions.

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There will be an expectation to provide expert opinion and technical assistance to Crime Scene Investigators at live crime scenes. Therefore the post holder will be required to take a TVP driving test to enable them to drive Force vehicles.

The post holder will act as a tutor to the Forensic Footwear Examiners, in order for them to develop skills and competencies within the Unit

The post holder will need to be flexible working beyond normal office hours on occasion, owing to the need to provide urgent footwear comparisons for remand in custody cases. This demand is unpredictable.

The post holder will be responsible for the maintenance of and compliance with all Standard Operating Procedures within the Footwear Unit. They will assume responsibility for technical management of ISO17025 processes and investigating non-conformances or any quality related incidents.

The post holder will also have experience of comparisons within the "Marks and Traces" discipline to include tool marks and tyre marks and will assist to develop and expand the range of services offered to the force.

The post holder will also be expected to be able to collate performance and financial data relating to the footwear unit and present this to FIU Management.

### **Forensic Scientist - Forensic Screening Unit, HQ South**

This role is the operational lead and professional interface between the Forensic Screening Unit and its internal and external customers. Regular internal customers typically consist of: Forensic Submissions Unit, Investigating Officers and CSI staff. External customers would typically be: Forensic Science Laboratories and representatives from the CPS.

The post holder will be an established Reporting Officer within the field of Forensic Biology and will be competent to deliver:

The provision of technical advice/expert opinion (including reports and statements) covering all aspects of blood examination (including Blood Pattern Analysis), other body fluids- e.g. saliva and cellular material when required

The post holder will have casework experience of DNA profile Interpretation and will be up to date with developments within this field.

There will be an expectation to provide technical assistance and expertise to Crime Scene Investigators at live crime scenes. Therefore the post holder will be required to take a TVP driving test to enable them to drive Force vehicles.

The post holder will be responsible for the maintenance of and compliance with all Standard Operating Procedures within the Screening Unit. They will assume responsibility for technical management of ISO17025 processes and investigating non-conformances or any quality related incidents.

The role will include the mentoring and training of Forensic Biology Examiners, enabling them to develop within the role and to increase the range of services delivered within Force.

The post holder will also be expected to be able to collate performance and financial data relating to the screening unit and present this to FIU Management.