

Job Title: Forensic Administrator	
Job Evaluation Number	B398

## JOB DESCRIPTION

<b>Job Title:</b> Forensic Administrator	
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> FIU Supervisors	<b>Band level:</b> 2E
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Provide administrative support within the Forensic Investigation Unit (FIU) ensuring the integrity and continuity of forensic/biometric evidence and presenting a professional interface between FIU and its customers in support of the organisational requirement to bring offenders to justice.

**KEY ACCOUNTABILITY AREAS:** Defines 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. Input case specific/biometric data onto TVP and National databases/IT systems to ensure accurate data management whilst ensuring compliance with legislation and agreed working practises.
2. Carry out quality assurance checks of biometric data, submissions or exhibits (including associated submission documentation), ensuring requests are proportionate and within FIU submissions policies. Refer queries and deficiencies back to the submitting officer or line manager as appropriate.
3. Handling and recording forensic exhibits, re-distributing these where necessary to internal and external departments, ensuring exhibit continuity and integrity are maintained. Ensure all samples are kept in accordance with current legislation (e.g. PACE, CPIA, PoFA).
4. Provide admin support to the unit which may include filing, maintenance of equipment, ordering of stock, checking delivery notes/invoices from external suppliers and dealing with post.
5. Call handling to include dealing with enquiries from investigating officers as to the progression of individual cases. This may include the compilation and distribution of case results to investigators to inform them of the forensic outcome.
6. Deal with enquiries of a technical nature relating to specific forensic disciplines to ensure our customers receive accurate and timely information. Where appropriate pass on work requests to the relevant forensic discipline for specialist advice or further forensic examination.
7. Monitor TVP Policies and action findings with reference to destruction and disposal of exhibits. Accurately archiving files and exhibits under existing legislation (MOPI/CPIA) for later retrieval or disposal.
8. Attendance at meetings and occasional minute taking, managing visitors to the Unit.

**Additional Comments:** As this is a generic job specification it should be noted that each unit within the FIU will also have specific tasks that are not fully described in detail above (but are within the general scope of the role).

Time spent on each accountability will differ depending upon where in FIU the forensic admin is posted (and the function of that unit).

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Each post holder should show the ability to be flexible and to enhance their knowledge of their own unit and show an interest in learning new skills in other disciplines within FIU. They should also be prepared to move around the force to assist with resilience issues within the FIU.

The above allocation of time spent will vary for an apprentice within this role as they will be expected to spend 20% of their time undertaking development, including time spent completing their Business Administration apprenticeship

**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:**

Approximately 115,000 exhibits pass through the Forensic Investigation Unit per annum, the vast majority of which would be handled by the Forensic Administrators (in some instances on more than one occasion). The Forensic Administrators process 15,000 PACE DNA samples, 8,000 fingerprint cases (each averaging 3 fingerprint lifts) per case and 40,000 sets of fingerprints per annum.

The Fingerprint Development Lab process 7,000 cases per annum containing multiple exhibits per case which result in excess of 30,000 submissions of articles for specialised chemical development. The Imaging Unit process 240,000 photographic and crime scene surveyors handle 135 cases per annum. The FAVU process 1600 cases, 4700 exhibits and HTCUC handle 900 cases, 2700 exhibits per annum.

**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.

**Fully competent**

<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. Proven computer skills with ability to interrogate and accurately input data from handwritten, typed or dictated sources.	E
2. Good standard of education to GCSE standard or equivalent with proven skills in numeracy and literacy both oral and written. Have the ability to communicate technical information to non technical audience, and deal with customers in a professional manner.	E
3. Proven ability to work as part of a team and have excellent interpersonal skills.	E
4. Recent experience of an administrative role and working to deadlines.	E
5. Be able to recognise sensitive and confidential documents and materials and deal with them in an appropriate manner. This may also include handling images/items of an unpleasant nature.	E
6. Have excellent communication skills to deal with customers in a professional manner.	E
7. Recent experience of working without supervision and managing workloads.	D
8. Working knowledge of MS Microsoft packages Word/Excel and an aptitude and desire to learn and use new packages as technology develops.	D
9. Ability to be mobile and travel around the force area in order to support departmental resilience.	D

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**Additional comments:** Post 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.

After training, the post holder should have the ability to resolve problems with records/demographic data contained on national biometric systems (National Fingerprint and DNA Databases) and ensuring that PNC data is accurate.

If working within the biometrics team you may be required to undertake specific fingerprint training in order to verify persons' identity and take fingerprints from members of the public for emigration purposes.

### Apprentice Applicants

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Keyboard skills with the ability to use computer systems including Microsoft Word and Excel	E
2. Good standard of education to GCSE standard or equivalent, including numeracy and literacy	E
3. Ability of working as part of a team, showing flexibility and determination to meet goals	E
4. Ability to communicate effectively and politely with a wide variety of people, able to understand and follow verbal and written communication	E
5. Ability to handle sensitive and confidential documents and materials and deal with them in a secure manner. This may also include handling images/items of an unpleasant nature.	E
6. Ability to plan and prioritise work, managing multiple demands and working to deadlines.	E
7. Ability to proof check own work prior to submission to ensure accuracy	E
8. Ability to learn new information and put learning into practice	E
9. Committed to achieving an apprenticeship in Business Administration	E
10. Ability to be mobile and travel around the force area in order to support departmental resilience.	D

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