

**JOB DESCRIPTION**

<b>Job Title:</b> Frontline Digital Technician	
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Frontline Digital Team Leader	<b>Band level:</b> 3F
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Support Digital Evidence recovery through the forensic examination of digital devices under compliance of the FSR Codes of Practice and ISO 17025 /17020. Early analysis of exhibits to determine the best course of action in any case, a comprehensive triage process to identify those exhibits suitable for further analysis and disassembling/reassembling exhibits and communicating these results internally and externally.

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. Ensure the effective processing of exhibits in/out of the unit to support the progression of cases. Carry responsibility for the effective scheduling of cases and will be mindful of the overall capacity of the unit.
2. Contribute to the effective running of the unit: i.e. booking in and out of exhibits, complete administrative records, organise exhibit storage, administer storage of electronic information and maintain equipment.
3. Carry out triage of exhibits submitted in any one case to ensure that negative exhibits are eliminated at an early stage and only such cases with high evidential potential are further examined. Schedule in an effective manner such work and further communication of results.
4. Ensure that exhibits are processed and evidential data extracted in a timely manner ready for onward processing. This may also include dealing with technology new to the market, so limited information may be available. Production of contemporaneous notes, extraction reports and statements in compliance with the FSR Codes and ISO 17025.
- 5 Provide technical support to OIC viewing evidential data from any device and assist the OIC in obtaining an informed overview of evidence available.
6. Keep abreast of changes in technology, personal development through training, liaising with other forensic professionals etc., i.e. other Forces, specialist service providers/training establishments, and other professional bodies.

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

**Further Comments:**

The unit is subject to an ever increasing and consistently high workload. The role holder must be able to effectively manage their own time whilst meeting deadlines. Due to the vast majority of work relating to serious crime outcomes are often required urgently.

Specialist role and a source of advice for the OIC dealing with Digital Forensics.

In certain cases, particularly those involving indecent images of children, the unit can provide vital prosecution evidence. This often means that the results are required urgently. Pressure is placed on the individual to provide fast time information to guide the investigation further.

The role holder will be expected to support other units manage their demands during times of high workloads.

Success in this role requires a balance of technical, practical and communication skills. It should be noted that the nature of the role will expose the job holder to high amounts of extremely distressing material. Welfare support in the form of annual surveillance is therefore provided.

#### 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. Proven experience of using and disassembling/assembling computer hardware and usage of a variety of software; willingness to learn specific forensic computer software applications.	E
2. Proven ability to work to deadlines and prioritise work with minimal supervision; able to escalate as necessary.	E
3. Proven ability to work well within a team and as an individual, work under pressure and manage high workload.	E
4. Proven ability to communicate competently in a number of environments with individuals with diverse knowledge levels of data management, including members of the unit, Supervisors, OIC, SIO and other investigative personnel.	E
5. Maintaining priority list during high workloads and tight timescales, with flexibility to accommodate urgent or unplanned analysis tasks; experience of logging and accurate recording keeping under pressure.	E
6. Good standard of education with proven numeracy and literacy skills at further or higher education level.	E
7. IT literate with previous experience in computer related environment or academic achievements related to role, i.e. computer forensic degree, attendance at computer forensic course, or working towards such qualification. Experience in extracting data electronically and reporting succinctly on findings.	E
8. Willingness to travel to different locations across the Force and undertake all assignments in a timely manner.*	E
9. Awareness of: exhibit handling procedures, of Association of Chief Police Officers (ACPO) guidelines for computer based evidence and awareness of working to ISO 17020/17025 Quality Standards and procedures: Training will be given.	D

**Additional comments:** Confirmed at interview, must be willing to undergo psychological screening. \* At interview, candidates will be asked to confirm their willingness to undertake a 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. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.