

Job Title: Forensic Examiner (Biology)	
Job Evaluation Number	C048

## JOB DESCRIPTION

<b>Job Title:</b> Forensic Examiner(Biology)	<b>Location:</b> Headquarters South
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Forensic Scientist (Forensic Screening Unit)	<b>Band level:</b> 3F (entry level), 3G (Intermediate Level), 3H (Fully Qualified)
<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:** Provide technical expertise, forensic intelligence opportunities and (when fully qualified) provide expert opinion in the interpretation of complex biological 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. Conduct detailed forensic examinations specifically for body fluids and other DNA rich substrates, ensuring that Standard Operating Procedures (in particular ISO 17025 processes) are followed meticulously. Follow forensic strategies and when sufficiently experienced select and prioritise the most appropriate items for examination taking into account other forensic disciplines.
2. Ensure accurate data entry onto Force Case Management Systems including digital asset management systems. Ensure regular maintenance of the laboratories, equipment and updating unit records to ensure compliance with ISO Procedures.
3. Prepare Streamlined Forensic Reports and evidential statements in accordance with level of qualifications and experience including interpretation of body fluids (in particular blood pattern analysis). At expert level, peer review the findings of colleagues and attend Court to present evidence when required.
4. Provide technical expertise over a wide range of specialised biological recovery and recording techniques (e.g. use of Microscopy, Digital Imaging/Light source techniques and chemical testing/recovery methods) to optimise the recovery and interpretation of forensic evidence.
5. Communicate effectively with Police Investigators and FIU staff in order to determine the most effective Forensic Examination Strategies and prioritisation of workload within the Unit (taking into account timescales required both in custody and the wider CJ System.) Provide support to the Forensic Submissions Unit to ensure that work is insourced/outsourced appropriately.
6. Take part in both internal and external audits and UKAS assessments (including method witnessing) as part of the wider quality management process. Successfully complete proficiency testing and ensure that ongoing competency and quality management is maintained.
6. Provide a scene attendance service, when suitably experienced, to provide expertise and technical assistance to the Crime Scene Manager in Serious and Major Crime cases.
7. Train and provide guidance to FIU staff, particularly Forensic Submissions Officers/Crime Scene Investigators and Police Officers, in order for them to develop and improve their knowledge and skills.

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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

<b>Further Comments:</b>
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 demonstrate personal resilience and be able to organise and prioritise the competing demands on the Unit's resources.
On average the post holder will participate in the examination of over 500 submitted items per annum. They will attend several major crime scenes per year 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 Investigating Officers, CPS 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 reliance upon technical jargon.
The post holder will be responsible for the quality of the performance data they produce for their particular unit, in terms of through-put, cost savings, timeliness and success.

#### 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>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Educated to at least Degree level, preferably within Forensic Science/Biological Sciences (or relevant scientific discipline).	E
2. Recent/relevant experience within Forensic Science. The post holder should possess a broad knowledge of forensic science, preferably with experience of presenting specialist evidence within the Criminal Justice System <b>(Desirable criterion only for entry level)</b> .	E/D
3. Demonstrate clear and accurate written and oral communication skills, in order to produce concise examination notes, reports and evidential statements, and the ability to formulate complex forensic strategies when required.	E
4. Previous experience of working to standard operating procedures and an understanding of ISO:17025 quality standards. Contribute to the maintenance of the overall Quality Management System.	E
5. Proven experience of working with minimal supervision, organising own workload. Ability to work to tight deadlines within a busy environment and a confident decision maker. The post holder will need to demonstrate attention to detail and the ability to maintain focus during protracted examinations.	E
6. Able to recognise sensitive information and deal with it appropriately. Able to maintain discretion and confidentiality.	E
7. Experience of contributing effectively as part of a team and commitment to continued professional development. Ability to develop effective working relationships with the Forensic Submissions Team and external Forensic Science Providers.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E

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**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.

The post holder is expected to abide by the Forensic Science Regulator's Codes of Practice and the College of Policing Code of Ethics. 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.

#### Duties

- Hours of duty will normally 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.
- There is the potential for out-of-hours working on an ad hoc basis to meet unit needs.

#### 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.