

JOB DESCRIPTION

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| Job Title: Head of Forensic Portfolio (See Dimensions for specific portfolio titles) | Workstyle: Hybrid |
| Job Family: Technical Support | Role Profile Title: BB5 Police Staff |
| Reports To: Head of Forensic Services | Band level: 5L |
| Staff Responsibilities (direct line management of): Portfolio Managers | |

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

The overall purpose of the role is to: be the key decision-maker and hold accountability for the provision of strategic direction, driving forward with continuous improvement initiatives and, through direct reports, ensure the operational performance and compliance for a portfolio of forensic services on behalf of TVP. Be responsible for designing, achieving and maintaining accredited services in line with the Forensic Science Regulators Act 2021, so that the department can legitimately enter evidence into the Criminal Justice system on behalf of the TVP legal entity.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Undertake horizon scanning to maintain knowledge and awareness of alternative strategies, operating models, and new and disruptive PESTELO factors to continuously challenge and identify efficiency and effectiveness improvements to the current strategy and service models, setting the strategic direction of your TVP Forensic services portfolio, accordingly.
2. Responsible for ensuring accredited services are designed, implemented and adhered to, ensuring your portfolio area has the right capacity of skilled technical and quality staff to manage and maintain compliance with Forensic Regulation and accreditation requirements including ISO 17025, ISO 17020, and the Forensic Science Regulator's code of practice.
3. Manage and supervise staff including PDRs, welfare, H&S, motivation and development, discipline, duties and resource management. Be responsible for the recruitment of staff and the identification and allocation of training and CPD. Adopt coaching and mentoring styles to support line reports personal development and enable effective working relationships with their teams to deliver against operational / responsibilities.
4. Utilise own strategic-level knowledge and work with stakeholders, peers and staff to shape transformation and continuous improvement initiatives within your TVP Forensic services portfolio and lead these through Force governance and implementation to ensure the Unit's service model provides optimal value-for-money for the Force and the public. Play an active role in supporting the Head of Forensic Services in shaping FIU-wide improvement initiatives to maximise the value of forensic services in TVPs prevention work and investigations.
5. Ensure the maintenance of the forensic services portfolio performance levels and all associated quality and risk registers, factoring in both line managed internal units and any external suppliers. Performance issues are investigated and addressed and that all risks are managed within acceptable tolerances to ensure the service portfolio is performing to optimum standards.
6. Represent the business and Head of Forensic Services at Force-wide, regional and national meetings, with internal and external partners and stakeholders providing specialist advice, shared learning and the promulgation of best practice, ensuring that the interests of TVP are represented

and business relationships are built and maintained. Responsibilities will include attending and chairing meetings and attending as a deputy or Force representative for SLT peers and/or senior colleagues.

7. Manage your TVP Forensic services portfolio's budget in line with Force policies, ensuring that both human and technical resources are utilised appropriately, maximising value for money and maintaining services within the budgetary constraints.

8. Work collaboratively with all portfolio leads to enable problem solving, identify and support potential impact points across forensic service delivery and the wider force and maximise knowledge sharing for the benefit of all

9. Maintain strategic oversight of your TVP Forensic services portfolio and the demands on resourcing during large scale investigations/critical incidents/audits etc., acting as the escalation point and decision maker for appeals against staff operational decisions and act as the primary senior point of contact for TVP senior leaders and officers in your portfolio area.

c. **DIMENSIONS:** Include matters such 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: Head of Digital Forensic Services

The Digital Forensic Services portfolio encompasses the Digital Forensic Unit, Forensic Audio-Visual and Multimedia Teams and all Digital Front-line capability.

The Digital Forensic Units are now at the heart of the investigative response to crime that increasingly features digital technology. The management of workloads and priorities is vital to ensure that service levels can be maintained whilst facing increasing demands.

Given the fact that the majority of submissions relate to complex and major crime, as well as Child Sexual Exploitation and the Protection of Vulnerable People, the welfare of staff in this environment is paramount. Due to the types of crime, the role requires the ability to balance significantly competing risks and make rational, considered decisions to direct resources for best investigative outcomes; whilst considering cost effectiveness.

Rapid changes in technology requires an agile approach to business change to ensuring effective service delivery and business continuity is upheld.

Due the competing demands placed on the Digital Forensic Units, robust organisational skills and effective time management are key to ensuring deadlines are met.

Key annual demands in TVP's Digital Forensic Services:

- Digital Forensic Unit (DFU): Responsible for the examination of technical devices and extraction of evidence contained within. The cases examined in the DFU relate to high risk, force priority crime types including Child Sexual Exploitation and Protecting Vulnerable People.
- Forensic Audio-Visual Unit (FAVU): Responsible for the processing and examination of audio and visual evidence, including complex CCTV enhancements and compilations, Audio Enhancements, VRI edits (video recorded interviews) and on-site specialist recovery.
- Multimedia Unit: Production of imagery particularly for court purposes e.g., photographs and court presentations providing comprehensive visual evidence to support prosecutions.
- Crime Scene Surveying: Responsible for the production of detailed scaled maps and the virtualisation of crime scenes in line with emerging technologies.

- All digital front-line capability, providing remote and on-scene support to the collection and triage of digital evidence.
- All quality standards requirements to meet regulatory demands and requirements.

Further Comments: Head of Crime Scene Investigation

The CSI, Submissions and External Service Provision portfolio encompasses all non-digital front-line scene-responding capability, the administration of submissions and exhibits across the Force and Forensic Units, and the management of contracted forensic services.

Key annual demands in this portfolio:

- **CSI:** A department of operational staff who are responsible for supporting volume crime and serious/major crime investigations. Encompassing the collection of forensic evidence and onward processing through the evidential chain to court
- **Forensic Submissions:** The gatekeepers for all forensic examination submissions to an internal department or to external commercial suppliers.
- **Biometric administration:** The team responsible for the handling of biometric data to ensure recording, processing and retention comply with legislation

Many of the cases investigated relate to major/serious crime or sexual exploitation of children and so the welfare of staff is a major priority for the management of the forensic units. The CSIs are particularly affected by both of these issues.

This role will oversee the budget for submissions to external forensic providers, >£5 million per annum spread across numerous contractors and subcontractors. Niche suppliers are also sourced for specialised expertise on an ad hoc basis and critical reviews are sometimes required when a supplier does not supply required standards of service.

The role requires the ability to balance risk, oversee and be the escalation point for staff making rational and autonomous decisions particularly with regards to external providers due to substantial spend and operational urgency.

Further Comments: Head of Analytical Forensic Services

The Laboratory Services and Fingerprint Bureau portfolio encompasses all of TVP's forensic laboratories – fingerprint development, footwear, screening and drugs analysis – and the analysis of marks in the fingerprint bureau.

Key annual demand in the portfolio includes:

- **Footwear Unit:** Forensic scientists who provide footwear and tool mark evidence to investigations – these staff are expert witnesses and provide services to other forces
- **Drug Labs:** Providing initial screening results in time for first hearings at court.
- **Forensic Screening Unit:** Forensic scientists (biology) providing screening for body fluids and the recovery of DNA samples.
- **Fingerprint development lab** Team recovering marks and traces evidence from seized items using chemical enhancement and visualisation techniques
- **Fingerprint Bureau** – Responsible for the comparison and identification of fingerprint evidence, including the Tenprints team.

The footwear unit provides cross border services to Hampshire Constabulary under an SLA arrangement, independent from other external services and on occasion support to other forces.

The Fingerprint Bureau and Fingerprint Development Lab also services the South East Counter terrorism unit.

The Reporting Officers within the Fingerprint Bureau and Forensic Scientist role holders have expert witness status and therefore must comply with the obligations set out in the criminal justice process.

This Fingerprint Bureau role is accountable for ensuring the legality of all fingerprint identifications and lawful retention of fingerprints and managing the arbitration process when there is a disputed identification.

This role manages a consumables budget of £60k and has autonomy over expenditure within the budgetary constraints.

Further Comments: Head of Forensic Accreditation and Standards

The role has strategic oversight and advises the Head of Forensics in relation to the threats and risks associated with the implementation and maintenance of forensic accreditation and regulation. The risk of not achieving and maintaining accreditation is that TVP risk entering questionable evidence into the criminal justice system, which may be deemed inadmissible, or TVP will not be allowed to provide forensic services at all.

This role / unit drives and leads accreditation on behalf of the Force, CTPSE and SEROCU and is responsible for leading external agencies to ensure compliance, where there is operational collaboration, such as the Fire & Rescue Services, NHS and Councils.

This role has the responsibility for the delivery of forensic regulation and accreditation across TVP and wider stakeholders to meet the statutory requirement of the Forensic Science Regulators Act 2021. Non-compliance can lead to sanctions against the Force's legal entity and a risk to the Criminal Justice System.

The scope of accreditation is wide reaching and the post holder will be required to be cognisant of any change and accommodate the additional demands across several forensic units including those sat outside of policing. The current scope of accreditation extends over other TVP regional units including SEROCU, CTPSE and is highly complex, especially in the digital areas where extensions to scope will be required regularly to keep pace with digital developments in crime investigation. Activities include managing the accreditation assessment body (e.g. UKAS assessments), review of overarching policy and procedures relating to accreditation activities, assessing risk, acting as a subject matter expert, managing and implementing internal auditing, management of investigations into non-conformances, complaints and quality incidents to ensure continued compliance and service improvement.

Financial responsibility will include the monitoring of the significant costs for Quality Standards and projection of spend on training and quality standards. In addition the costs relating to the upgrades and maintenance of the quality management system.

This role is additionally accountable for leading the following:

- Delivery of forensic training to all audiences, including FIU staff specialist training to force wide officer level development, to both compliment the training demands of forensic accreditation and quality in police investigation.
- Defining and delivering comprehensive performance framework to support demands of accreditation monitoring as well as assisting with strategic management of the wider FIU service provision
- Managing the integration and administration of business critical ICT systems under-pinning the delivery of TVPs forensic services.

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.

| <i>The knowledge or skills required in the role are as follows (essential or desirable):</i> | <i>E/D</i> |
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| 1. Substantial and demonstrable experience in a senior management role with a proven ability to discern risks, solve problems and make effective decisions. | E |
| 2. Demonstrable leadership skills, including the coaching and mentoring of people as well as effective finance, health & safety and performance management skills. | E |
| 3. Excellent communication and presentations skills and effective interpersonal skills with the ability to build good business relationships. | E |
| 4. Experience of meeting the demands of the Forensic accreditation and achieving compliance to the Forensic Science Regulators Act 2021. | E |
| 5. Proven ability to display respect for diversity and equal opportunities and show professional integrity and confidentiality. | E |
| 6. Demonstrate the ability to understand technical details and translate it into strategic oversight of risks, strategies or development and innovation opportunities for the portfolio. | E |
| 7. Professional experience of the services delivered within the forensic portfolio and have demonstrable understanding of current capabilities/technologies within that portfolio. | D |
| 8. A management degree or qualification e.g., MBA, DMS (Diploma in Management Studies) or police service equivalent training (Senior Leadership Programme). | D |
| Additional Comments: 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. | |