

**JOB DESCRIPTION**

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| <b>Job Title:</b> Forensic Training Officer                    |   |
| <b>Job Family:</b> Technical Support                           | <b>Role Profile Title:</b> BB3 Police Staff |
| <b>Reports To:</b> Forensic Trainer                            | <b>Band level:</b> 3G                       |
| <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:** deliver training to Police Officers, Police Staff and relevant external partners in order to increase levels of knowledge, skills and awareness in all forensic related matters. Support the Forensic Trainer in all matters relating to forensic training delivery and design.

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. Deliver forensic training as directed by the Forensic Trainer to relevant FIU staff and other Police personnel and external partners/agencies, including courses, competency testing, awareness modules and presentations, where appropriate exploiting the use of new technologies for training delivery (Computer Based Training, social media, smart devices etc.)
2. Prepare concise and appropriate course reports and assessments of students during their training period. Provide structured feedback and recommend development plans for students
3. Ensure compliance with Health, Safety and Welfare requirements whilst conducting training, working with electrical equipment and DSE requirements.
4. Provide advice and guidance to FIU staff in all matters relating to forensic training and development.
5. Maintain own CPD, ensuring awareness of changes in procedures, policy/tactics and training methods thus maintaining professional currency.
6. Deputise for Forensic Trainer during periods of absence.

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 Forensic Investigation Unit (FIU) provides forensic services to Thames Valley Police by combining the disciplines of Fingerprints, Imaging, Fingerprint Development, DNA Unit, Forensic Submissions Unit, Forensic Screening Unit, Crime Scene Investigation Unit, Crime Scene Surveyors, High Tech Crime Unit, Footwear Unit and Forensic Audio Visual Unit. FIU staff and Police Officers require continual development in order to keep up with the ever changing landscape of forensic services and the Trainer is key in the delivery of this training and CPD.

The role reports directly to the Forensic Trainer and plays a key part in supporting that role in the development of all FIU staff in the many varied roles, including Police Officers and Staff. Forensic

evidence provides essential support to crime investigation and the role of the Forensic Training Officer is to ensure that evidence is recovered and managed effectively by FIU and Police Officers alike in order to support the Criminal Justice System.

#### 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> |
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| 1. PTTLs / Level 3 Award in Education and Training or equivalent, or the willingness to gain whilst in role.   | E                 |
| 2. Significant experience of training delivery, and a willingness to embrace alternative methods of training delivery and learning styles (e.g. e-learning, social media, digital media, self-directed, reflective).   | E                 |
| 3. Significant and recent experience working in at least one forensic discipline with a proven ability to impart related knowledge to a range of audiences.  | E                 |
| 4. Good IT skills, e.g. word processing, spreadsheets, PowerPoint etc. with a willingness to learn new systems.  | E                 |
| 5. Proven ability of effective customer service and communication, working both alone and as part of a team.   | E                 |
| 6. Willingness to develop a good understanding of accreditation and forensic regulation (e.g. ISO17025, Forensic Regulators Codes of Practice and Conduct, ISO17020),  | E                 |
| 7. Qualification in mentoring and assessing (QCF level 3 Assessor Award in Assessing Vocationally related achievement or equivalent), or the willingness to gain whilst in role, and proven experience of mentoring and assessing staff and providing feedback / debriefing. | D                 |