



## ROLE PROFILE

<b>Role Title:</b>	<b>Digital Media Investigator</b>
<b>Department/Unit:</b>	<b>Digital Hub</b>
<b>Rank/Grade:</b>	<b>P01</b>
<b>Reporting to:</b>	<b>Digital Hub Supervisor – DS – Cybercrime/Digital Media Co-Ordinator</b>
<b>Main purpose of the role:</b>	To contribute to achieving the vision, purpose and values of Bedfordshire Police.

### Key Responsibilities

- To provide strategic assistance identifying digital investigative opportunities.
- To provide assistance and advice in support of live incidents, investigations, gathering intelligence and conducting proactive/reactive investigations where digital technology and data acquisition opportunities exist.
- Support serious crime incidents, operations or any investigation that require specialist digital investigative assistance, through scene attendance or digital policy advice.
- Digital media investigators will often be the force leads for digital policing specialisms including crime scene digital forensic opportunities, cloud data acquisition, open source enquiries, vehicle forensics, and cellular site analysis.
- Whilst a digital media investigator will require specialist training to undertake some of these responsibilities, they will be expected to fully understand the limitations and tactical nuances of each area, having completed some core element foundation training via the College of Policing.
- Produce written digital strategies in order to guide investigators across the force.
- To undertake triage / examinations of devices e.g. mobile phones, tablets, computers, and other forms of removable media.
- Undertake Live Data Forensics work at scene in support of cybercrime investigations.
- To survey digital networks e.g. wifi routers.
- To undertake open source internet research.
- Provide On Call support for offences of a serious nature around digital exploitation opportunities.
- To advise and assist in the production of digital evidential packages to a standard usable in court.
- Provide advice at crime scenes regarding the recovery of digital evidence including possible scene attendance and warrant support targeting those committing.
- Design and develop ongoing change programmes to enhance the forces response to digital policing through the development of new practices and protocols or the improvement of those currently in place.
- Apply for and undertake work requiring legal authorities relating to exploitation of digital opportunities both device and cloud based.
- Attend and complete a variety of courses in the area of digital policing including the National College of Policing Digital Media Investigator course.
- Design and co-ordinate change programmes to mainstream or enhance technical processes and techniques to support police investigations.
- Have a heightened awareness of technical opportunities in regards to storage of data and evidential opportunities including cloud storage.
- Provide evidence in a court environment as a specialist in the majority of areas of digital policing.
- Analytically review content of digital media examinations creating a coherent and accurate account of evidential and intelligence product stored within.
- Provide real-time and proactive support and advice regarding digital investigation strategies to officers and staff utilising all methods of communication, e.g. e-mail, telephone, and on appropriate corporate systems.
- Challenge, influence and successfully articulate rationale and considerations with colleagues of all ranks including senior officers.
- Attend meetings/briefings as part of the investigative process to provide advice and guidance around digital opportunities.
- Proactively highlight the roles and responsibilities of the DMI to the wider organisation as part of the forced digital communication strategy.
- Share knowledge with communications data users and other teams.



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- Attend court and provide evidence for incidents of all types involving the digital exploitation of devices and platforms.
- To present the results of research products to colleagues as required, including the submission of written reports to a standard suitable for production as evidence at court.
- Maintain records of sufficient quality and accuracy to be utilised in a court environment if required.
- Maintain national accreditation as a digital media investigation in line with the College of Policing and national policy.
- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• None

Psychological Assessment	Annually
Return on Investment	Minimum three years in post

Entry Requirements
<ul style="list-style-type: none"> <li>• Have a relevant undergraduate or postgraduate degree in a technical- or criminology-based field or relevant experience of working to this level.</li> <li>• Have completed or be willing to complete the Professionalisation of Investigation Programme (PIP 1).</li> <li>• Demonstrate knowledge or practical experience of investigations including those containing a technology focus.</li> <li>• Demonstrate a clear knowledge and understanding of cyber and cyber-enabled crime and the risks posed from such criminality, including a good knowledge and understanding of social media and the risks posed from the criminal use of the internet.</li> <li>• Demonstrate a good knowledge of the Regulation of Investigatory Powers Act, Investigatory Powers Act, data protection and human rights legislation and demonstrate a willingness to keep abreast of legislation, policy and procedures.</li> <li>• Have a strong working knowledge of the Microsoft Office suite and an understanding of the need to effectively interrogate databases.</li> <li>• Demonstrate through examples, an interest in emerging technologies and display consideration of how they can/do impact on policing.</li> <li>• Demonstrate an ability to communicate effectively technical subjects with people at a wide range of knowledge levels, and ability both orally and through written reports.</li> <li>• Have a methodical and analytical approach to report writing/case preparation together with a proven ability in preparing in-depth statements/reports.</li> <li>• Demonstrate an ability to plan and prioritise individual workload with minimal supervision.</li> <li>• Experience in analysing large amounts of data to produce succinct reports.</li> <li>• Previous attendance on relevant training courses e.g. communications data, open source, digital forensics.</li> <li>• Demonstrate knowledge, understanding and application of processes relating to exhibits, disclosure and delivering evidence at court.</li> </ul>
<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Be willing to be trained to grade unlawful content located upon devices of offenders to a standard that allows the uploading of images to law enforcement intelligence databases.</li> </ul>



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- Hold a qualification relating to computer/communications technology or experience in the workplace of working with IT, digital media, social media or computer/communications networks.
- PIP Level 2 trained police investigator (or equivalent accreditation within other LEAs).
- Be accredited as part of the National Cyber Digital Career Pathways process.
- Possess qualification in teaching or presentation skills.

### Work experience:

- To have completed the College of Policing Digital Media Investigator Course.
- Previous experience of working with IT, digital media, social media and networks.
- Experience in delivering programmes of change or implementing new ways of working.
- Proven experience of leading or developing change through evidence-based research.
- To have worked within a digital forensics environment.

### Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire, Hertfordshire and nationally for meetings/training events.
- The post holder will be required to work from different locations across Bedfordshire, Cambridgeshire, Hertfordshire and nationally.
- The post holder will need to possess a full driving licence.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours, and this can be at short notice due to operational demand.
- The post holder will be required to be part of an on-call rota once suitable competent in the role; this is weekend cover only at one in eight.
- Vetting is required to a grading of MV level.
- Security Checks is required to a grading of SC level.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- To take on the role of evacuation marshal if no volunteers come forward in the post holder's work location.

### Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)
<p><b>We are emotionally aware</b></p> <p>I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.</p>
<p><b>We take ownership</b></p> <p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.</p>
<p><b>We are collaborative</b></p> <p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>
<p><b>We deliver, support and inspire</b></p> <p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.</p>
<p><b>We analyse critically</b></p> <p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p>
<p><b>We are innovative and open-minded</b></p> <p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.</p>