



ROLE PROFILE

Role Title:	Digital Forensic Examiner
Rank/Grade:	Constable
Job Family:	Regional Cyber Crime Unit
Reporting to:	Detective Sergeant - ERSOU Cyber Crime Unit
Main purpose of the role:	To conduct proactive and reactive cyber-crime investigations within the Eastern Region in support of the regional and national strategy

Key Responsibilities

- To collect, preserve, extract and decrypt digital information in a forensically sound manner and in accordance with relevant legislation, policy, protocols and codes of practice. To interrogate data held on (but not limited to) computers, laptops, tablets, Sat Nav, mobile telephones, cameras and all forms of digital media using a range of investigative and analytical techniques to ensure that all relevant evidence and intelligence is extracted.
- Manage large datasets from numerous resources maintaining accurate records of location and states of numerous concurrent investigations.
- Produce auditable evidence and exhibits in a legally admissible format.
- Deliver evidence orally at court in order to contribute to judicial processes. Use information/intelligence to support crime detection and reduction objectives. Ensure that intelligence is used ethically.
- Maintaining up to date technical knowledge and emerging digital devices to provide specialist advice and knowledge to colleagues, partners, other individuals and agencies to support organisational objectives and compliance with policy.
- Maintain and update unit work schedules in accordance with SOPs. Contribute to ensuring availability and serviceability of all unit equipment to permit use and deployment (hardware, software, equipment and data storage centre).
- Contribute to ensuring equipment and software licences are current.
- Maintain up-to-date technical knowledge of emerging digital devices and Internet based resources and to act as advisor to Investigators and case managers across the force.
- Attend scenes in either a covert or overt capacity to deal with digital intelligence and evidence to develop strategies in dealing with cyber-crime.

These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.

Agile Working	Yet to be decided
Psychological Assessment	Not Required
Return on Investment	Not Required
Limited Duties	Yet to be decided

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



ROLE PROFILE

Entry Requirements

Essential Criteria

- Substantive Constable.
- Professionalising the Investigation Process (PIP) level 1.
- Disclosure Trained.
- Community and race relations course.
- Human rights training.
- AA1 Accredited.
- You will have a good standard of written and verbal communication for correspondence and reports and be able to speak to people face to face and over the telephone clearly and concisely.
- Wide ranging experience of investigation and intelligence gathering.
- Experience and use of a wide range of IT systems.
- Knowledge of RIPA, Computer Misuse Act, ECHRA and DPA legislation.
- Able to work with minimum supervision.
- Able to communicate confidently.

Desirable Criteria

- Experience in Computer Forensics, evidenced by either an academic qualification or vocational experience at the appropriate level
- Knowledge and experience of Police investigations (including exhibits handling, evidence case preparation)
- Knowledge of Police Investigations in terms of undertaking Digital Data Recovery
- Knowledge & accreditation in Computer Forensics – Encase 1 and 2, Core Data Recovery and evidence of other training in digital forensic examination programmes such as FTK and similar for the accessing and extraction of digital data.
- Ability to explain technical jargon relating to computers, digital data and internet investigations to investigators, SIOs and Prosecutors to ensure the material that has been gathered can be understood.
- Ability to present complex investigation at court
- Knowledge of and ability to keep abreast of developments in the 'Cyber-Crime' world.

Any other General Requirements/Scope

Line Managers should, through consultation with their staff, identify which "Effective Performance" elements of each activity are relevant to the role.

Hours of work

Flexible as required by operational commitment in accordance with Police Regulations. Although the Cyber Crime Unit has a regional responsibility. Post holders are expected to work unsociable hours at short notice and potentially travel within the UK and internationally.

Vetting

SC/MV Level, or as advised by the Vetting Unit

All officers are required to maintain their safety skills (i.e. Friction Lock Baton, CS Incapacitant, Quick Cuffs and Unarmed Defence Tactics) and be available for operational duties. The only exception to this is where an officer is on restricted duties.

This role profile includes the key/core activities of the post and does not restrict the scope of the post holder to perform other duties. Additional duties may be agreed on an individual basis and recorded as part of the annual Performance and Development Review.



ROLE PROFILE

General Requirements

- If using a private vehicle then business insurance needs to be arranged by the individual
- 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.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to 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.



ROLE PROFILE

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.