



ROLE PROFILE

Role Title:	Digital Media Investigator
Rank/Grade:	PC or DC
Job Family:	ISCD
Reporting to:	Digital Media Co-ordinator/ Technical Support DI
Main purpose of the role:	To support Crime, incidents, Operations or any investigation that requires specialist digital investigative assistance by identifying digital investigative opportunities. Providing assistance and advice in support of live incidents, investigations, gathering intelligence and conducting proactive/reactive investigations where digital technology and data acquisition opportunities exist.
Key Responsibilities	
<ul style="list-style-type: none"> <input type="checkbox"/> Support the development of a digital strategy in conjunction with senior investigating officers to reach objectives for how digital media can support major crime investigations. <input type="checkbox"/> Conduct Digital Media Investigations in respect of Crime Investigations. <input type="checkbox"/> Help to formulate a strategy for the acquisition of data to support the advancement of an investigation. <input type="checkbox"/> Undertake advanced open and closed source research in relation to specific subjects to support incidents, operations and investigations. <input type="checkbox"/> Create and develop digital profiles of victims, witnesses and suspects <input type="checkbox"/> Consider and deploy technical data acquisition tools including router analysis and live capture of volatile data. <input type="checkbox"/> Support investigations through the preparation of relevant disclosure material, in liaison with crown prosecutors when necessary. <input type="checkbox"/> Undertake research in order to identify emerging trends, technology and investigative opportunities. <input type="checkbox"/> Seek specialist support from roles such as Analysts, Communications Data Investigators (SPoC), Digital Forensics, Covert Authorities Bureau, Vehicle Examiners, National Cyber Crime Unit, and NCA to apply appropriate expertise to the advancement of an investigation <input type="checkbox"/> Undertake proactive research into the latest hardware and software products available, assessing how they may support police investigations and making recommendations to improve processes <input type="checkbox"/> Share best practice both in force, regionally and nationally to aid collaboration and continuous improvement in policing. 	
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
<input type="checkbox"/> None	<input type="checkbox"/> None

Entry Requirements

Essential Criteria:

- Proven investigative policing background and ability to demonstrate building evidential cases to a high standard
- In-depth knowledge of computer networks, how they function, and what evidential opportunities they may provide
- The ability to demonstrate creative thinking, problem solving and ability to work under pressure
- An affinity and aptitude for digital technologies, keeping up-to-date with emerging advancements.
- Proven ability to create reports and products to a high evidential standard
- Excellent communication and influencing skills
- PIP2 trained or PIP1 with ability to gain PIP2 accreditation
- The ability to work a shift pattern including evenings, weekends and bank holidays.

Knowledge and understanding of the Law & Procedure in connection with the following key business areas:

- ✓ Digital Forensics (Computers & mobile devices)
- ✓ Network Investigations
- ✓ Wi-Fi opportunities
- ✓ Open Source Investigations
- ✓ Communications Data Investigations
- ✓ ANPR
- ✓ CCTV
- ✓ Radio Frequency Propagation Surveys (Cellular & WiFi)

Key legislative knowledge of:

- ✓ IPACT
- ✓ PACE
- ✓ CPIA including PII
- ✓ Human Rights
- ✓ Data Protection

Strong understanding of processes including:

- ✓ Investigation, prosecution and case file preparation
- ✓ Exhibits management and giving of evidence
- ✓ Grading systems for SPoCs and risk matrices used by the DFU

Desirable criteria

- Experience of working in the cyber and digital environment and knowledge of the practical challenges this presents
- Experience and skills in open source research, advanced internet research, core skills in network investigation, core skills in digital investigation, access data forensic toolkit and how to conduct active file review from a forensic image (training will be provided)

Any other General Requirements/Scope

- The post holder must be in date with PST and first aid certifications
- The post holder must hold full uniform and PPE in order to deploy if necessary
- If using a private vehicle business insurance needs to be organised by the individual.
- The post holder may be required to work in different locations as required.
- The post holder may be required to work additional hours
- 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.

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.