



ROLE PROFILE

Role Title:	Forensic Laboratory Technician
Rank/Grade:	B SC4-5, C SC4-5, H A3
Job Family:	Professional
Reporting to:	Senior Laboratory Technician
Main purpose of the role:	To provide a comprehensive service within the Scientific Services Laboratory, which complies with all legal requirements. To provide administrative support to enable the efficient provision of service. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

Key Responsibilities	
<ul style="list-style-type: none"> Assess and prioritise property subject to crime and plan and perform according to Standard Operating Practices. Carry out sequential chemical treatment/processes, and ensure continuity of evidence. Produce detailed reports and statements on findings. Carry out quality control checks and competency assessments to maintain required standards. Liaise with SOCO, CSM and OIC's concerning cases and attend Crime Scenes at the request of CSM's to assess, advise and perform the most appropriate treatment for developing, enhancing or recovering marks or other evidence, carry out specialist photography to record results. Carry out Risk Assessment prior to any examination, with an awareness of and conforming to relevant Health and Safety and COSHH requirements. Examine treated articles for quality of marks, evidential value and correct labelling. Photographically record results using methods as appropriate and provide detailed history to Fingerprint Bureau/SOCO. Prepare statements of evidence relative to processes carried out in the Laboratory or at Crime Scenes and give evidence in Courts of Law in a clear and professional manner. Carry out validation and verification of techniques and record results. Maintain and control records of chemical stock/consumables to ensure appropriate resources are available for use and comply with regulations. Take responsibility for laboratory housekeeping as per specified procedures, including environment, stock control, routine maintenance of laboratory equipment and overall good laboratory practice. Understand and apply the requirements of ISO 17025 as defined in Quality Management System and technical documentation. To carry out internal audits as required within the Quality Management System. 	

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Entry Requirements
<ul style="list-style-type: none"> Scientific skills, possibly from attainment of qualification e.g. 'A' Level/BTEC/HNC in a science related discipline, or appropriate experience in a laboratory with a science related technical qualification.



HERTFORDSHIRE
CONSTABULARY

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- Conversant with Health & Safety legislation
- Ability to operate relevant laboratory equipment.
- Full UK-valid manual driving licence
- Knowledge of photography and photographic techniques

Any other General Requirements/Scope

- The post holder may be required to work from different locations other than the home station.
- The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management and the post holder.
- Vetting required, as advised by the vetting unit.
- 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

- To fulfil the requirements of the role it is mandatory to provide a DNA and / or fingerprint reference sample for anti-contamination purposes as soon as your employment commences.
- 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



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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.