



ROLE PROFILE

Role Title:	ERSOU – Digital Forensic Examiner – Regional Cyber Crime Unit
Rank/Grade:	SO1 to PO2
Job Family:	ERSOU
Reporting to:	Technical Manager - ERSOU Regional Cyber Crime Unit
Main purpose of the role:	To contribute to effective crime fighting by the investigation and targeting of those involved in serious and organised and cyber-crime across the Eastern Region. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

Key Responsibilities

- Acquire and interrogate computer/phone based hardware/software to evidential standards.
- Conduct investigations using relevant legislation, policies, procedures, legal requirements and within required timescales.
- Produce auditable evidence and exhibits in a legally admissible format.
- Deliver evidence orally at court in order to contribute to judicial processes.
- Provide specialist advice and knowledge to colleagues, partners, other individuals and agencies to support organisational objectives and compliance with policy.
- To act as specialist advisor to Senior Investigating Officers and establish AND own the digital forensic strategy to direct resources and tactical activity in respect of high profile, covert and complex investigations having impact on both an Regional and National level.
- Deliver lead technical investigator function for complex and / or sensitive investigations using relevant legislation, policies, procedures, legal requirements and within required timescales.
- To collect, preserve, extract, decrypt and interpret digital information in a forensically sound manner and in accordance with relevant legislation, policy, protocols and codes of practice. To interrogate data held on digital devices and storage media using a range of investigative 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.
- Lead on & produce auditable evidence and exhibits in a legally admissible format.
- 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.
- Manage availability and serviceability of all unit equipment to permit use and deployment.
- Responsibility for ensuring equipment and software licences are current.
- Assist in the design and implementation of new systems and unit working practices to ensure delivery of unit aims, objectives and customer requirements.

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.

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



ROLE PROFILE

Psychological Assessment	To be confirmed
Return on Investment	Police staff will be required to sign a Repayment of Essential Training Cost Agreement (F20a/8196a) and before any additional training a tenure period will be agreed and if you leave within that time period training costs will be recovered.

Entry Requirements

Entry Level - trainee:

- Knowledge and experience of computer forensics
- Knowledge and experience of mobile phone forensics
- Wide ranging experience of investigation and intelligence gathering.
- Fluent in MS Office in particular Word, Excel, Access and OneNote
- 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.
- Experience and use of a wide range of IT systems.
- Ability to explain technical jargon relating to computers, digital data and internet investigations to ensure the material that has been gathered can be understood.

Essential:

- Able to work with minimum supervision
- Able to communicate confidently
- Current experience in Computer Forensics, evidenced by either an academic qualification or vocational experience at the appropriate level
- Knowledge & accreditation in Computer Forensics – Encase Foundations and Building an Investigation, 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.
- Telephone examinations – XRY OR Cellebrite trained

Desirable:

- Core skills in data recovery and analysis
- EnCE Certification and/or completion of the following EnCase courses:
 - Foundations in Digital Forensics
 - Building an Investigation
 - Advanced Analysis of Windows Artifacts
 - NTFS Examinations
 - Internet-based Investigations
- Knowledge and experience of Police investigations (including exhibits handling, evidence case preparation)
- Knowledge of Police Investigations in terms of undertaking Digital Data Recovery.
- Knowledge of RIPA, Computer Misuse Act, ECHRA and DPA legislation.
- Ability to present complex investigation at court
- Knowledge of and ability to keep abreast of developments in the 'E Crime' world.

Advanced Criteria:

- Specialist knowledge, understanding and competency in one or more of the following areas, but not limited to:-
 - MAC Forensic
 - LINUX
 - VPN
 - Criminal Techniques]
 - Dark Web



ROLE PROFILE

- Web Hosting
- Servers
- Investigation of malware - Reverse engineering
- Network Intrusion Investigators Course
- Ability to write code/script/simple programmes
- Excellent knowledge of computer operating systems accompanied by a broad knowledge of computer and internet architecture and protocols.
- Ability to write code/script/simple programmes.
- Ability to rebuild web pages.
- Knowledge and experience of Virtual Machines.
- VPN, spoofing, Dark Web, Stress testing criminal techniques within cybercrime etc. hosting, servers etc.
- Knowledge of virtual currencies and how they are used and manipulated by OCGs. Knowledge of any computer programming languages such as (but not limited to) C, C++, Java, Python, Perl and BASH Scripting.

Any other General Requirements/Scope

General Requirements:

- The post holder will be expected to comply with health and safety requirements.

Section/Location:

- The post holder will be required to work at locations as required within the region.

Transport:

- Desirable to have a current and valid driving licence to drive motor vehicles.
- If using a private vehicle then business insurance needs to be organised by the individual.

Training requirements:

- The post holder will be expected to undertake training as and when required.
- This will include relevant digital forensic training courses identified for the role.
- The post holder must be prepared to attend residential training courses if required.

Hours of work:

There may be a requirement for flexibility of start and finish times due to operational requirements.

Vetting:

Must successfully pass SC/MV level prior to joining (or as advised by the Vetting Unit) – due to sensitive operations and tactics undertaken

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.

Pay Scale Tiering:

Due to the range of skills in this role profile, the entry level and progression depending on skills, abilities and formal training. But will also allow for a higher starting point for trained staff. This will be assessed on a case by case basis taking into account skills, experience, formal qualifications, training and overall ability and performance.



ROLE PROFILE

A guide regarding tiering of the pay scales:

- Entry level - Trainee - SO1
- Entry Requirements Essential SO2 to PO1
- Entry Requirements Desirable PO1 to PO2
- Advanced Criteria PO2

Personal Qualities (Behavioural Competencies)
We are emotionally aware <p>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.</p>
We take ownership <p>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.</p>
We are collaborative <p>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.</p>
We deliver, support and inspire <p>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.</p>
We analyse critically <p>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</p>



ROLE PROFILE

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.