



## ROLE PROFILE

<b>Role Title:</b>	<b>Principal SOCO</b>
<b>Department/Unit:</b>	<b>JPS Crime – Scientific Services</b>
<b>Rank/Grade:</b>	<b>PO2 (Beds), SO2 (Cambs), A5 (Herts)</b>
<b>Reporting to:</b>	<b>Head of Forensic Operations</b>
<b>Main purpose of the role:</b>	<p>To assist in the investigation of crime by managing LPC Scenes of Crime Officers, operating as a Crime Scene Coordinator in the BCH Major Crime Unit or the Eastern Region Serious and Organised Crime Unit and by providing technical support and forensic expertise to investigators.</p> <p>To have responsibility as the Technical Lead for nominated areas of work in support of achieving and maintaining accreditation.</p> <p>To recognise the implications of cognitive bias, confidentiality and impartiality; to present evidence as required for the benefit of the Court.</p> <p>To attend post mortem examinations and undertake work in connection with bodies and mortuaries.</p> <p>To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.</p>

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Be competent in exhibit handling and scene assessment and management.</li> <li>• Assist the RMU to organise and manage Scenes of Crime Officers, ensuring critical resource levels and operational service delivery are maintained.</li> <li>• In liaison with CSI dispatch, review scenes of crime tasking to ensure all relevant scenes are attended and examined by appropriate Scene Examiner.</li> <li>• Uphold the values contained in the Police Code of Ethics and the Forensic Regulator's Code of Practice and Conduct.</li> <li>• Accountable for the maintenance of ISO 17020 accreditation in their area of responsibility through effective management of systems, processes and people.</li> <li>• Ensure compliance with ISO 17020 Quality management System generic Technical Procedures, Standard Operating Procedures, FSR Codes of Practice and MOPI requirements in their area of responsibility.</li> <li>• Raise non-conformance, requests for change and preventative action reports as required.</li> <li>• Supervise and quality control the management of records relating to undertaking QMS responsibilities, such as asset management.</li> <li>• Ensure competency testing for direct reports in compliance with Quality Management System requirements.</li> <li>• Have line manager responsibility for all scenes of crime team, including second line management responsibility for SOCO Administrator, VCSEs and SOCOs and first line management for SOCO Supervisors. Oversight and management of all personnel issues such as welfare, sickness management, health and safety, fairness at work, capability, discipline and time off.</li> <li>• Ensure feedback on achievements and learning opportunities is provided to staff.</li> <li>• Disseminate best practice and forensic awareness.</li> <li>• Ensure submissions to Forensic Service Providers are relevant, viable and cost effective</li> <li>• Ensure liaison with Home Office Pathologists, Coroners, Mortuaries and forensic agencies.</li> <li>• Monitor performance of Scenes of Crime team, identify and provide relevant support.</li> <li>• Liaise with the Principal SOCO lead for training for continuous training needs of the team and support them by providing a high level of technical advice and guidance to ensure best practice.</li> <li>• Attend a full range of crime scenes, including major crime, crimes in action, level 2 covert and overt operations, CBRN and DVI incidents, post mortems, medical examinations etc as a Crime Scene Manager and with Scenes of Crime Officers where appropriately trained.</li> <li>• Undertake liaison with all personnel and disseminate information to Investigating Officers and the Intelligence Unit to support successful detection.</li> <li>• To act in an advisory capacity to SIOs and other members of staff with regard to crime scene management and contamination avoidance, including forensic and submission strategies.</li> <li>• Liaise and build close working relationships with LPC districts/areas and fully participate in intelligence and</li> </ul>



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performance processes.

- Manage forensic response to emerging crime series identified through scenes of crime or intelligence processes.
- In line with the role, there is an expectation that, when required, additional hours will be worked to meet operational service delivery and line manager responsibility needs.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• First or second line management responsibility of up to 20 staff</li> </ul>

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

### Entry Requirements

- Must be a current Scenes of Crime Supervisor with preferably 2 years' experience in that role.
- Knowledge of national guidelines and regulations regarding Scientific Support.
- Wide ranging experience of scene category 1 and 2 investigation.
- Experience of writing accurate reports and use of performance statistics.
- Good working knowledge of PACE, HASAWA and COSHH.

### Any other General Requirements/Scope

- This role requires the post holder to hold full valid UK manual driving licence for class B and to be prepared to travel and work in Bedfordshire, Cambridgeshire and Hertfordshire as and when required.
- If using a private vehicle then business insurance needs to be organised by the individual.
- MV and SC vetting is required, or 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.
- Post holders will be required to:
  - Undertake mentored activity as Crime Scene Coordinators course within 1 year of appointment.
  - Undertake relevant local courses covering staff supervision issues, for example conflict resolution, absence management.
  - Undertake Risk Manager course
  - Undertake TRIM awareness
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.
- The role will involve working a pattern covering all seven days of the week and working a shift pattern involving early and late shifts and the post holder will be required to participate in an out of hours on call rota.
- There may be occasions where you are requested to work additional hours, change shift at short notice and/ or work rest days to meet operational service delivery. Such requests will be managed in accordance with individual force policies.

### Obligatory Requirements

- Before commencement of this appointment, this role may be 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.
- Must consent to have personal DNA profile and fingerprints/palmprints placed on Police Elimination databases.



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### Personal Qualities (Behavioural Competencies)

#### We are emotionally aware

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.

#### We take ownership

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.

#### We are collaborative

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.

#### We deliver, support and inspire

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.

#### We analyse critically

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.

#### We are innovative and open-minded

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.