



ROLE PROFILE

Role Title:	Forensic Imaging Analyst
Rank/Grade:	Bedfordshire Scale 6 - SO1, Cambridgeshire SO1, Hertfordshire A4
Job Family:	Professional
Reporting to:	Forensic Imaging Manager
Main purpose of the role:	To contribute to achieving the Force vision, purpose and values. Support the Forensic Alliance in achieving its objectives by analysing forensic media to assist investigations and provide evidential material for submissions in Court.

Key Responsibilities

- Receiving evidential media submitted to the Forensic Imaging Unit. Entering details on relevant documents and computer records, ensuring information is recorded accurately.
- Understand and apply the requirements of ISO 17025 as defined in Quality Management System and technical documentation
- Ensuring all necessary documents and records are accurately maintained and updated.
- Prioritising evidential media ensuring legal time frames are complied with.
- Disposing of material in compliance with CAST guidelines.
- Producing performance indicators and reports for the development of the department.
- Providing specialist technical advice to senior officers regarding procedures, quality and evidential value in relation to major incidents.
- Analysing analogue and digital media, providing investigating officers with relevant information, advice and intelligence. Ensuring continuity of evidence.
- Editing, copying and preparing all media evidence and accompanying documentation to a standard which will withstand judicial examination.
- Preparing media in accordance with Force policies for return to the submitting officer.
- Carry out body mapping and 3D mapping processes in relation to major incidents.
- Applying and maintaining technical skills to provide solutions to problems which may be unique to the post. Carrying out routine maintenance on the department's audio and video equipment.
- To administrate manage and maintain forensic imaging software and provide advice and expertise of best evidence issues. To introduce and implement new imaging systems and technology and to provide appropriate training.
- Providing advice, guidance and leadership to level 1 CCTV examiners.
- Assisting in the presentation of training in relation to media evidence.
- Dealing with telephone enquiries, visitors to the department and post. Undertaking general office duties including filing, maintenance and documentation of equipment and evidential articles.
- Preparing statements of evidence relating to the processing of evidential media and attending Court to give evidence to support your work.
- Maintaining professional development by attending seminars and reading relevant documentation. To attend locations in the force area to advise on or extract and preserve evidence from computer CCTV systems.

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"> • A Degree in media technology or a similar field, or equivalent experience (at least 3 years) in the fields of video production, media presentation or imagery analysis. • Must 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. • Full UK Driving licence. • Ability to operate word processing packages. • Have the ability to be public facing and adept at dealing with distressed or traumatised individuals who are victims of crime. • Ability to view and deal with scenes of violence, death and Forensic Post Mortems without undue distress. • Able to communicate clearly with Police Officers, Crime Scene Co-ordinators, Home Office Pathologists and other Professional persons. • Good colour vision.

Any other General Requirements/Scope
<ul style="list-style-type: none"> • 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. • A General understanding of Health & Safety practices and COSHH Regulations. • 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 • 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.

Personal Qualities(Behavioural Competencies)

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.