



HERTFORDSHIRE  
CONSTABULARY

## ROLE PROFILE

<b>Role Title:</b>	<b>Forensic Imaging Analyst</b>
<b>Rank/Grade:</b>	<b>SC6-SO1, SO1, A4 (Non-Supervisory)</b>
<b>Job Family:</b>	<b>Professional</b>
<b>Reporting to:</b>	
<b>Main purpose of the role:</b>	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 Audio Video Unit. Entering details on relevant documents and computer records, ensuring information is recorded accurately.
- 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. This will lead to being a member of the HOSDB Video Evidence Cadre and therefore be available for call out in case of terrorist or national major crime incidents.

<b>Agile Working</b>	To be decided
<b>Psychological Assessment</b>	To be decided
<b>Return on Investment</b>	To be decided
<b>Limited Duties</b>	To be decided

<b>Financial e.g. Limits/Mandates</b>	<b>Non-Financial e.g. Staff Responsibility</b>
• None	• None

### Entry Requirements



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- Degree or equivalent in media technology or a similar field.
- Typically at least 3 years' experience in the field of video production or in media use of videos.
- 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.
- Must have a good standard of written and verbal communication and articulate clearly and concisely.
- 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.
- Working knowledge of Health & Safety practices and COSHH Regulations.
- Good colour vision.

### Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence / the ability to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- 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 is 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.
- There is a requirement for the role holder to meet the probationary objectives set.



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### 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.