COUNTER TERRORISM POLICING

ROLE PROFILE

Role Title:	**ERSOU – Digital Forensic Examiner – Regional Cyber Crime Unit**
Rank/Grade:	**SO1 to PO2**
Job Family:	**ERSOU**
Reporting to:	**Detective Sergeant - 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

1. Acquire and interrogate computer/phone based hardware/software to evidential standards.
2. Conduct investigations using relevant legislation, policies, procedures, legal requirements and within required timescales.
3. Produce auditable evidence and exhibits in a legally admissible format.
4. Deliver evidence orally at court in order to contribute to judicial processes.
5. Provide specialist advice and knowledge to colleagues, partners, other individuals and agencies to support organisational objectives and compliance with policy.
6. 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.
7. Deliver lead technical investigator function for complex and / or sensitive investigations using relevant legislation, policies, procedures, legal requirements and within required timescales.
8. 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.
9. Manage large datasets from numerous resources maintaining accurate records of location and states of numerous concurrent investigations.
10. Lead on & produce auditable evidence and exhibits in a legally admissible format.
11. Deliver evidence orally at court in order to contribute to judicial processes.
12. Use information/intelligence to support crime detection and reduction objectives. Ensure that intelligence is used ethically.
13. 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.
14. Manage availability and serviceability of all unit equipment to permit use and deployment.
15. Responsibility for ensuring equipment and software licences are current.
16. 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
• None	• None

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

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
- You will 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.
- Wide ranging experience of investigation and intelligence gathering.
- 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:

- ENCASE Passport – V7 Forensics 1 and 2 OR FTK forensic examiner (Experience in Computer Forensics, evidenced by either an academic qualification or vocational experience at the appropriate level.
- Knowledge & accreditation I Computer Forensics – Encase 1 and 2, 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 examination – XRY OR Cellebrite trained

Desirable:

- Network Intrusion Investigators Course
- Core skills in data recovery and analysis
- ENCASE – NTFs course
- ENCASE – Digital Media acquisition and Triage
- ENCASE – Transition and reporting
- ENCASE – Advanced Computer Forensics
- ENCASE – Examination of NTFS
- ENCASE – Advanced Internet Examinations
- ENCASE – Mac trained

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- Internet Evidence Finder
- Programming – Script writing
- Network knowledge
- Internet forensic traces course – College of Policing

Any other General Requirements/Scope

Line Managers should, through consultation with their staff, identify which "Effective Performance" elements of each activity are relevant to the role.

Section/Location:
Other - the Post holder will be required to work at locations as required within the region.

Training requirements:
Relevant digital forensic training courses identified for the role.
Must be prepared to attend residential training courses if required. 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.

Hours of work:
Flexible police staff contract as 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 – due to sensitive operations and tactics undertaken

Transport:
Desirable to have a current and valid driving licence to drive motor vehicles.

Advanced Criteria:

- 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.
- 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 experience of Virtual Machines.
- VPN, spoofing, Dark Web, Stress testing criminal techniques within cybercrime etc. hosting, servers etc.
- Malware
- Virtual currencies and how they are used and manipulated by OCG's

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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.

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

Eastern Region Special Operations Unit

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Personal Qualities(Behavioural Competencies) Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes
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.

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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.