



## ROLE PROFILE

<b>Role Title:</b>	<b>Forensic Imaging Supervisor</b>
<b>Rank/Grade:</b>	<b>(B) SO2 (C) MB1 (H) A5</b>
<b>Job Family:</b>	<b>Operational</b>
<b>Reporting to:</b>	<b>Forensic Imaging Manager</b>
<b>Main purpose of the role:</b>	To provide and manage scientific services laboratories, which comply with all legal requirements. To provide support to enable the efficient and effective provision of service. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

### Key Responsibilities

- To provide supervisory support for all Technical and Administrative staff within the Forensic Imaging Unit, across all dedicated specialised imaging disciplines.
- To establish daily priorities, maintain tasking practices and quality procedures, and adhere to relevant legislation in the delivery of 'best and timely evidence' to all Forensic Imaging customers, including but not limited to; Scenes of Crime, Major Crime, Serious and Organised Crime, Local Policing Command, Criminal Justice and Crown Prosecution. Equally, to negotiate with these partners and provide formal awareness training in order to achieve the maximum effectiveness of the Unit.
- To ensure that the continuity and integrity of all Forensic Imaging evidence is maintained so that comprehensive Witness Statements and Streamlined Forensic Reports can be produced for Court. To attend Court to deliver evidence as required, and to record and manage the archive and disposal of evidential material in line with CAST MOPI standards.
- To ensure that unit facilities are maintained for effective service delivery and that staffing levels are appropriate for tasking demands. To coordinate the temporary movement of qualified staff between units in response to surge, operational and priority tasking, while ensuring account is taken of the legal and financial consequences of any decision making.
- To maintain all Forensic Imaging equipment inventories, ensure that appropriate unit equipment is serviced and maintained, that routine quality control checks are carried out and take corrective action if equipment is unsatisfactory.
- To keep up-to-date on technical developments and case law developments in digital evidence. Research the provision of new and replacement equipment within procurement guidelines, making written recommendations to the Forensic Imaging Manager. To subsequently update, amend and validate SOPs as necessary to ensure accuracy.
- To supervise the implementation of Health and Safety practices and COSHH regulations, be able to carry out Risk Assessments (RA's), on and off site, ensure that they are current, and ensure that Staff are conversant with RA's and provided with the necessary environment and equipment to carry out their duties, including; attendance at Forensic Post Mortems, at Major Crime Scenes, in Custody suites and during Crime Scene CCTV retrieval.
- To continually assess and develop the team, maximising training opportunities for all staff within Forensic Imaging. To deliver training when necessary, maintain appropriate performance monitoring tools, write annual appraisals and manage recruitment, discipline, target setting, and sickness issues.
- To ensure that staff follow legislation and case law procedure, specifically in the use of Video Identification Custody image capture and the subsequent production of identification parades for viewing by victims and witnesses, in line with the Police & Criminal Evidence Act 1984 and its Codes of Practice.
- To work directly with the Forensic Imaging Manager in the implementation and continuance of unit wide adherence to the standards expected within ISO 17025 accreditation and 9001 Certification.

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



## ROLE PROFILE

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>Line management responsibility for staff and/or officers</li> </ul>

Entry Requirements
<ul style="list-style-type: none"> <li>A Degree or equivalent qualification in a forensic science discipline, or, at least 3 years' experience working with digital imaging systems including; CCTV, Video Identification and digital Photography</li> <li>Able to evidence excellent supervisory skills and relevant experience of change management</li> <li>Able to evidence excellent communication skills, both oral and written</li> <li>Able to evidence a high level of computer literacy, specifically; Microsoft Office software, statistical monitoring and electronic database management</li> <li>Ability to work in an environment which entails dealing with unpleasant and sensitive material, including; attendance at major crime scenes and communicating directly with victims of crime</li> <li>Able to evidence an understanding of current evidential legal requirements, case-law, legal codes of practice and statutory guidance</li> <li>Knowledge of ISO 17025 and 9001 'Digital Forensics' quality standards, processes and procedures</li> <li>Be self-motivated, have the ability to work alone, and show initiative while managing demanding workloads and deadlines.</li> <li>Full UK Driving Licence</li> <li>Good colour vision</li> </ul>

Any other General Requirements/Scope
<ul style="list-style-type: none"> <li>This role requires the post holder to have a valid UK driving as they will need to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.</li> <li>If using a private vehicle then business insurance needs to be organised by the individual.</li> <li>The post holder will be required to work shifts</li> <li>The post holder will occasionally be required to work additional hours</li> <li>Vetting is required, as advised by the vetting unit.</li> <li>The post holder will be expected to undertake training as and when required.</li> <li>The post holder will be expected to comply with health and safety requirements.</li> <li>Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.</li> </ul>
Obligatory Requirements
<ul style="list-style-type: none"> <li>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.</li> <li>There is a requirement for the role holder to meet the probationary objectives set.</li> </ul>



## ROLE PROFILE

### 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.