



**ROLE PROFILE**

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| <b>Role Title:</b>               | <b>Forensic Collision Investigation Technical Manager</b>  |
| <b>Rank/Grade:</b>               | <b>(B) PO1-PO2 (C) SO2 (H) A5</b>  |
| <b>Job Family:</b>               | <b>Business Support</b>  |
| <b>Reporting to:</b>             | <b>Head of Forensic Ops - CSES</b>   |
| <b>Main purpose of the role:</b> | <p>To assume line management responsibility for practitioner and dedicated supervisor roles within the FCI teams, and introduce and coordinate a single way of working across Bedfordshire, Cambridgeshire and Hertfordshire in the provision of Forensic Collision Investigation.</p> <p>To create and implement standard operating procedures for the provision of forensic collision investigation across BCH including the provision of training and the relevant policy controls. To liaise with a designated Service Provider in a manner conducive with gaining ISO 17025 accreditation as an extension of existing scope. The requirements from the Forensic Science Regulator are complex and detailed and UKAS will test compliance prior to granting accreditation.</p> |

| <b>Key Responsibilities</b>  |  |
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| <ul style="list-style-type: none"> <li>Administration of FCI staff in terms of monitoring, evaluating and actively managing the performance of the staff, dealing with appraisals, discipline, target setting, performance indicators, training &amp; development needs and sickness</li> <li>Managing process change to ensure a cohesive and consistent approach is implemented and upheld in the processing and management of Forensic Collision Investigation within the JPS Strategic Alliance, through Bedfordshire, Cambridgeshire and Hertfordshire Forensic Collision Investigation Teams.</li> <li>Taking responsibility for directing and maintaining ISO17025 17020 accreditation for Forensic Collision Investigation, ensuring the successful application of new Standard Operating procedures, validation, verification and compliance of all local quality procedures.</li> <li>Consulting with the FCIU (Investigation Team) working toward the requirements of Lead Investigators set out in Fatal Collision Investigations and providing regular updates and a channel of communication between the Collision Investigators and Investigating Officers</li> <li>Liaising with the Service Provider and Training and Development regards establishing and coordinating the delivery of new training packages across Forensic Collision Investigation, and providing on-going competency assessments for all staff.</li> <li>To keep up to date on technical developments within area. Research the provision of new and replacement equipment within procurement guidelines, and making written recommendations to line manager.</li> <li>To provide visibility and a point of contact for stakeholders across Beds, Cambs and Herts and be held accountable for operational service delivery across SSU.</li> <li>Work and negotiate with internal and external partners to maximize quality and manage the level of demand around Forensic Collision Investigation in a cost efficient way.</li> </ul> |  |

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

| <b>Financial e.g. Limits/Mandates</b>  | <b>Non-Financial e.g. Staff Responsibility</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>The post holder will have oversight and technical accountability for the purchase and procurement of all equipment within FCI.</li> </ul> | <ul style="list-style-type: none"> <li>Line management responsibility for staff and/or officers</li> </ul> |



## ROLE PROFILE

### Entry Requirements

#### Essential

- City and Guilds or equivalent level of experience in Forensic Collision Investigation (5 years minimum experience)
- A competent understanding of International Accreditation Standards and relevant guidance material: BS EN ISO/IEC 17025:2005, BS EN ISO 17020: 2012, ILAC G19 and Forensic Regulators Codes of Practice and Conduct and associated appendices
- Experience of developing, implementing and utilising validation plans and on-going verification systems
- Understanding and experience of 17025 compliant initial and on-going practitioner competence frameworks
- Excellent oral and written communication skills, including the ability to produce clear & concise management system reports and assist in the development of documented procedures, processes and policies.
- Excellent interpersonal skills with the ability to work effectively with people at all levels and with different levels of technical understanding
- Excellent organisational skills and ability to plan and prioritise workload
- Excellent IT skills including Microsoft Office
- Evidence of supervisory skills

#### Desirable

- To have received UKAS 17025 awareness training
- To have received technical auditor training
- Experience of auditing quality, technical and practitioner competence accreditation system elements
- Ability to identify compulsory/critical quality control points within a realisation process
- Experience of implementing proficient and lean technical quality control measures
- Experience with the development and implementation of in-house proficiency testing mechanisms and dealing with external proficiency testing providers

### Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence and the ability to travel as they will need 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 will occasionally be required to work additional hours in exceptional circumstances.
- BC 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.
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

### 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.



## 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.