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| **Key responsibilities of the role:** |
| 1 | Manage and be responsible for identifying aims/objectives, performance indicators. Mentor and support the development of staff through appraisal, training and development programmes to ensure effective performance management and staff wellbeing. |
| 2 | Coordinate and manage the activities and abstractions of the team on a day to day basis through proactive planning of resources, triage of crime scene requirements and prioritisation of workloads. Provide resilience cover for the CSIU Operations Manager when required. |
| 3 | Develop and maintain quality assurance and performance monitoring processes to ensure the team are fully compliant with all relevant internal force policies, procedures, guidelines and external statutory standards and legislation. |
| 4 | Identify and develop new operating processes, frameworks and service improvements (including technology and innovation) in order to create improved practice, drive cultural change across the function and support the operational delivery of the Unit. |
| 5 | Provide forensic co-ordination for complex and multiple incidents, including the provision of on-call crime scene management and on-duty CSM resilience when necessary for serious and major crime. Ensuring personal ongoing competency is maintained to enable effective resilience and competency assessment of staff. |
| 6 | Peer review the submission of evidential material (including documentation) from crime scenes attended. To ensure all forensic strategies are appropriate, proportionate and in accordance with the submission of evidential materials force procedure and all documentation delivered into the Criminal Justice System is of the required standard. |
| 7 | Manage urgent and priority forensic submissions and specialist scene attendance (including out of hours requests); ensuring that the requests are proportionate and in accordance with force policies. |
| 8 | Provide specialist advice and guidance to Investigating Officers as an integral part of investigative briefings to inform forensic decision-making. Effectively develop and deliver crime scene examination strategies whilst maximising forensic opportunities for the investigative process.  |
| 9 | Maintain continued professional development; attend national working groups and conferences, ensuring the Force develops in line with local, regional and national transformational forensic requirements. |
| 10 | Undertake designated functions in line with associated powers conferred by the Chief Constable under the Police Reform Act 2002 (as amended by the Policing and Crime Act 2017). |
| 11 | Produce accurate, comprehensive and timely reports for Criminal Justice use, and produce professional evidential testimony in court when required. |
| 12 | Support and advise the CSI Technical Manager and Quality Team in the acquisition and maintenance of the required forensic quality standards; ensure that staff adhere to quality standards and contribute to all necessary validation, competency and UKAS assessment visits. |