**ROLE PROFILE**

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| **Role Title:** | Digital Forensic Investigator  | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | ZF012 / 20351  | **Job family:** | *To be determined at later phase*  |
| **Grade:** | Grade E to Grade G*[Career graded progression between grade pay points for post holders will be managed as defined within the Digital Forensic Investigator Career progression plan]* | **Location:** | Byker  |
| **Allowances:** | Standby Allowance  | **Politically restricted post:** | No |
| **Area command / Department:** | Forensic Services  | **Vetting level:** | Management Vetting |
| **Reporting to:** | Senior Digital Forensic Investigator | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| To conduct Digital Forensic Investigations on digital devices to assist in the safeguarding of victims and the investigation of crimes using digital equipment. Provide evidential reports and expert interpretation to the criminal justice system.  |
| **Key responsibilities of the role:** |
| 1 | Use forensically safe techniques to secure and retrieve data from digital systems, in accordance with national guidelines and forensic quality standards to protect evidential credibility. |
| 2 | Process recovered digital data into a format suitable for examination that allows evaluation and analysis of the evidential content to be undertaken to produce high quality evidential packages. |
| 3 | Review and categorise indecent images in line with agreed standards for inclusion in the National Child Abuse Image Database and to support related prosecutions. |
| 4 | Present fact and procedural based evidence in a clear and comprehensive manner at Court and attend Case Conferences with the CPS as required, in order to contribute to the successful resolution of the investigation. |
| 5 | Attend crime scenes and search premises when requested directed by, the Investigating Officer, in order to provide technical expertise and secure evidence from digital equipment. |
| 6 | Provide specialist technical advice/guidance and training to investigating officers throughout the Force, on digital crime techniques and evidence, in order to assist in the direction of investigations. |
| 7 | Proactively maintain and develop continued professional development, embed innovation and ensure technological skills and knowledge are maximised in order to contribute to the overall effectiveness of force objectives. |
| 8 | Proactively support the identification of victims in order to identify and safeguard victims of crime as part of all digital investigative duties.  |
| 9 | Ensure continued compliance with the Digital Forensic Unit’s quality management system, relevant legislation and the Forensic Science Regulators Codes of Practice and Conduct; actively participating in the continuous development of the quality management system.  |
| 10 | Participate in improvement projects; conducting research, software testing and development of Technical Standard Operating Procedures. Promote quality standards and adherence amongst all staff. |
| Part B – Scope of contacts  |
| Internal / External relationships: |
| **Internal:** All Northumbria Police operational delivery and support departments. **External:** UK Police Forces, Home Office, Forensic Service Providers, Technology and Software Providers, College of Policing, Academia**.** |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 | See Digital Forensic Investigator: Career Progression Plan |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 | See Digital Forensic Investigator: Career Progression Plan  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Degree or equivalent level academic qualification in a relevant discipline (e.g. computer science, digital forensic investigation, policing/investigation) or significant experience in a related field. | Knowledge and understanding of procedure and legislations applicable to the field of Digital Forensics and complex investigations.  | Application/Interview |
| Planning and organising | The ability to record information, and actions taken, accurately and in an appropriate level of detail.  | Ability to prioritise workload, delivering service provision to meet customer requirements and service level agreements. | Interview/CPD |
| Problem solving and initiative | Be able to demonstrate experience in problem solving and information gathering.  | Demonstrate experience in problem solving in the field of Digital Forensics.  | Interview/CPD |
| Management and teamwork | The ability to work effectively within a team and wider organisation to foster an inclusive environment in line with Force values and standards of behaviour.  |  | Interview/CPD |
| Communicating and influencing | Demonstrate experience in writing detailed reports to describe technical matters to a non-technical audience. | Experience in giving oral and/or written evidence within the criminal justice system.  | Application/interview |
| Other skills and behaviours | Physical and emotional resilience to deal with material of a distressing and upsetting nature.  | Commitment to the promotion of forensic quality standards within policing. | CPD |