

NORTHUMBRIA POLICE

Role Definition



Dept / Area Command:	Forensic Services	Section:	Crime Scene Investigation Unit
Post Title:	CSIU Operations Manager	Post Reference:	ZZ266/20743
Post Grade:	Grade J	Location:	Middle Engine Lane Etal Lane
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement		Contractual Overtime:	
Line Manager:	Head of Forensic Services		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	To manage and develop the Crime Scene Investigation functions across MEL and Etal Lane to ensure that specialist forensic advice and services are able to respond to operational demand by maximising cost effective forensic opportunities in the investigation of crime, which are based on scientific and evidential benefits.		

Key Responsibilities :-

1. Ensure efficient day to day management of the CSIU and FCIU, including line management of CSI Supervisors, CSI teams and Forensic Collision Investigators (FCIs).
2. Ensure the force upholds its legal S22 obligations as active participants in the national Forensic Collision Investigation Network and maintains an appropriately resourced FCIU; achieving and maintaining forensic accreditation and ensuring the operating and deployment model as defined by FCIN membership is efficient and consistent.
3. Develop and maintain up to date policies, procedures and practices for CSIU and FCIU; identifying opportunities for efficiency, transformation and continuous improvement in line with regional and national transformation programmes.
4. Ensure effective delivery of all forensic requests for crime scene triage, crime scene examinations and forensic submission strategies involving CSIU and FCIU through effective partnership with investigators across the force.
5. Co-ordinate and manage the ongoing accreditation work required by CSIU to ensure both CSI and FCI units achieve and maintains the appropriate ISO 17020 accreditation targets as set by the Forensic Science Regulator and the national Forensic Collision Investigation Network (FCIN). Including undertaking the functions of ISO Technical Manager for CSI and Force Project Manager for the FCIN accreditation responsibilities.
6. Provide performance, budgetary and management data to the Head of Forensic

Services as required and adopt a proactive problem-solving approach to the day to day operational aspects of CSIU and FCIU.

7. Manage and develop staff in both units to ensure individuals have the knowledge, skills and experience to achieve the required standards and objectives, delivering best results through high performance.

Attend local, regional and national meetings and conferences on behalf of Northumbria Police to ensure best practice and current techniques are maximised.

8. Maintain up-to-date personal skills and knowledge of forensic disciplines, forensic limitations and Partnership capabilities.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.