
Police Staff
Support Services Administrator
Crime Department
Role Definition:ZZ037 / 10793

ROLE DEFINITION

Dept / Area Command:	Forensic Services Department	Section:	Forensic Submissions
Post Title:	Support Services Administrator	Post Reference:	ZZ037 / 10793
Post Grade:	Grade B	Location:	Forensic Services, Peterlee
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Identification Manager		
Staff Responsibilities:	Not Applicable		
Purpose:	To support the submission and processing of forensic exhibits and biometric samples, to undertake a range of clerical, record-keeping and word processing duties that supports the management of all forensic submissions.		

Key Responsibilities:-

- **Support colleagues and investigating officers with all aspects of forensic submissions including procedures, paper work, exhibits and packaging to ensure the integrity of those exhibits is maintained.**
- **Carry out a range of administrative and clerical duties, including the receipt, dispatch and return of exhibits and evidence in line with the acceptance criteria and force procedures.**
- **Process DNA PACE, elimination and biometric vetting samples in line with CPIA and POFA timescales. Liaise with the National DNA Database to remove Police Officer's and Police Staff DNA samples following their resignation.**

- **Receive and collate forensic results and invoices ensuring they are accurately recorded in Socrates and any anomalies are addressed and rectified in a timely manner.**
- **Maintain accurate records and spreadsheets to provide management information and in order to contribute to the evaluation of overall submissions submitted through the unit to allow for the monitoring of work in progress with the Forensic Service Provider.**
- **Communicate effectively and timely with internal and external stakeholders to resolve issue and to support effective operational policing and partnership working.**
- **Contribute to improving the service and support the implementation of changes to systems and procedures to progress and enhance the work of Forensic Submissions by ensuring competence and flexibility as processes change and develop.**
- **To keep up to date on internal, national and legislative changes relevant to forensic submissions and DNA through Continuous Professional Development to provide effective support to the Criminal Justice System.**

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

Categories