**ROLE PROFILE**

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| **Role Title:** | Plans and Mapping Officer | **Leadership level:** |  |
| **JRN:** | 10714 | **Job family:** |  |
| **Band:** | 7 | **Location:** | Location Based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | Forensic Services | **Vetting level:** | RV |
| **Reporting to:** | Digital Media Supervisor | **Date published:** | September 2022 |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| To aid the investigation of crime by providing a technical, computerised, service in relation to plan drawing and digitised 3D model building to support evidential requirements in a court of law. |
| **Key responsibilities of the role:** |
| **1** | Survey scenes of crime and major incidents, using a range of electronic and graphic surveying techniques; assemble data which in turn contributes to the production of exhibits for court to support the investigation of crime. |
| **2** | Production of plans and computerised 3D models for evidential purposes by use of a range of traditional and electronic techniques in order to aid the investigation and detection of offences. |
| **3** | Analyse CCTV footage, to capture suitable still images, which in turn are imported alongside plans, producing a detailed visual aid for the Criminal Justice System. |
| **4** | Attend court to give evidence relating to plans, computer diagrams, and 3D models produced in order to contribute to the Criminal Justice System. |
| **5** | Produce updated and customised plans held for use in planning scheduled events and VIP visits using current and emerging techniques and combining traditional and electronic methods. |
| **6** | Represent the department at briefings to senior officers and disseminate relevant information to aid the decision making of Investigating Officers. |
| **7** | Produce multimedia presentations using information technology software and programmes. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** All Northumbria Police operational delivery and support departments**External:** Crown Prosecution Service and Court Services |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months**  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 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 academic qualification in a relevant discipline (e.g. Graphic Design or Architectural design) or at least 5 years demonstrable vocational experience.  | Postgraduate qualification in a relevant discipline (e.g. Graphic Design, Architectural design) | Application |
| Planning and organising | Ability to plan and manage time and prioritise workloads to meet customer needs.Must have the ability to work with a high attention to detail. |  | Interview |
| Problem solving and initiative | Ability to work calmly and accurately under pressure and deliver to tight timescales with little or no supervision. |  | Interview |
| Management and teamwork |  | Ability to work across different teams. | Interview |
| Communicating and influencing | Excellent organisational, administrative and interpersonal skills with the ability to communicate to wide range of customers and stakeholders |  | Interview |
| Other skills and behaviours |  In depth knowledge or experience of 2D Microstation, Computer Aided Design software or equivalent and knowledge of 3D Must hold a UK driving licence. | A thorough understanding of the role of the Expert Witness and the Criminal Justice System.  | Interview/CPD |