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| 1 | Receive and direct phone calls to the relevant trained staff, taking messages if staff are unable to deal. |
| 2 | Carry out a range of administrative and clerical duties, including the quality check, dispatch and return of forensic exhibits in line with the acceptance criteria and force procedures.  |
| 3 | Assist the Crime Scene Investigation Unit with the wiping of memory cards and the uploading of watermarked images in line with force procedures.  |
| 4 | Monitor and rotate the stock levels of consumables and equipment within the store room and office areas, ensuring all anti-contamination procedures are adhered to at all times. |
| 5 | Carry out internal audit processes including fridge and freezer checks, signing in of controlled rooms, and ensuring security of those controlled rooms are maintained. Carry out vehicle maintenance checks, and deep cleans of vans and storage areas in line with the schedule and procedures. |
| 6 | Ensure that personal training and competency is current, including exhibit handling, use of Socrates and purchasing of supplies. |
| 7 | Communicate using auditable verbal and written methods with internal departments and external approved suppliers to ensure that orders are processed, and any delivery issues are resolved in a timely manner. |
| 8 | 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. |
| 9 | Provide operational support to both units in transporting, maintaining and/or monitoring equipment to be used by investigators whilst deployed at scenes.  |
| 10 | The post holder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post. |