



ROLE PROFILE

Post Title:	Crime Scene Manager (CSM) Forensic Trainer	
Grade:	LC9	JE: 1798
Location:	Lancashire Forensic Science Academy (LFSA), HQ	
Responsible to:	Forensic Collaboration Project Manager	

Job Purpose:

To design and deliver training for the (LFSA), UCLan and Lancashire Constabulary for delivery to students, police officers and staff from Lancashire and other forces in order to increase levels of knowledge, skills and awareness in all forensic related matters.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Perform all duties complying with the accredited Quality Management System and the Forensic Science Regulator's Codes of Practice and Conduct.
- Attend divisional briefings and report to a nominated Crime Scene Investigator (CSI) Supervisor with regards to CSI operational activity.
- Develop and co-ordinate forensic training programmes encompassing all aspects of operational policing within Lancashire Constabulary.
- Design, deliver and evaluate training programmes to agreed content and assessment specifications, developing and adapting, where appropriate, teaching techniques, lesson plans, scenarios and training materials to meet student abilities, level of understanding, student development and learning styles.
- Deliver sessions professionally, maintaining the integrity of corporately agreed products for a range of audiences both internally and externally.
- Contribute to achieving and maintaining ISO accreditation by providing support to CSI Supervisors and external partners in the training and competence requirements for crime scene investigation.
- Explain and demonstrate effective forensic strategies for crime scene examinations in line with Constabulary procedures and in support of police investigations. Record intelligence and evidence in compliance with local and national procedures.

- Identify training needs, design, deliver and co-ordinate forensic training courses, competency testing, awareness modules and presentations to UCLan students and Scientific Support staff, CSIs and other police personnel from Lancashire Constabulary and external partners. This will require specialist knowledge of other units for example, Uniform Patrol, FMIT and Armed Response.
- Provide a central point of contact for Forensic training issues, maintaining records of internal and external training and co-ordinate with other staff within the LFSA, UCLan and the Scientific Support Department to assist in provision of courses.
- Provide mentoring for forensic staff and students undertaking training / development programmes.
- Establish and maintain liaison between internal and external partners and providers, including UCLan, Lancashire Constabulary Training School, Forensic Service Providers, College of Policing, Fire and Rescue Service etc. to ensure the organisation maintains and develops good practice and is aware of and exploits the use of new technologies for training delivery.
- Effectively undertake the role of Crime Scene Manager, when required, providing cover across the Force, ensuring that the appropriate resources are available and co-ordinated effectively to maximise forensic opportunities and deliver against scene examination strategies in conjunction with Senior Investigating Officers.
- Expectation to assist with on call rota on an ad hoc basis as and when required.
- When required, provide a crime scene investigation service in support of operational policing and carry out the duties associated with the CSI role when not performing the Crime Scene Manager role.
- Search for and recover forensic evidence at scenes in support of Police investigations in compliance with local and national procedures. To include the taking possession of evidence from victims, suspects, witnesses and cadavers (in some instances in support of medical or pathological examinations).
- Prepare and examine scenes for trace evidence, recover and package exhibits, plan and take a range of evidential photographs to meet the needs of the customer, package and process images in accordance with organisational policy.
- Represent the Constabulary and/or LFSA, at meetings, seminars, conferences and other CSI, forensic intelligence or training related forums as appropriate.
- Maintain knowledge of current operational strategies and objectives and will undertake research to be able to provide reports and data to enable strategic planning of training issues for the LFSA, UCLan and the Scientific Support Department. Will attend relevant management meeting to provide a strategic and operational contribution.
- Maintain an updated and comprehensive knowledge and awareness of scientific techniques and developments and relevant legislation and incorporate into training products.
- Demonstrate expertise in Crime Scene Investigation and be able to prepare specialist forensic reports, statements and give evidence in court.
- Promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.

- Address unsatisfactory performance, ensuring that students, delegates and other trainers are aware of the standards of conduct expected in accordance with Lancashire Constabulary's Code of Ethics and the student agreement and highlight any welfare issues in line with appropriate procedures in respect of delegates.
- Be responsible for improving your performance by participating in the Personal Development Review (PDR) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	3	Interview
We take ownership	3	Interview

Inclusive, enabling and visionary leadership

We are collaborative	3	Interview
We deliver, support and inspire	3	Interview

Intelligent, creative and informed policing

We analyse critically	3	Interview
We are innovative and open minded	3	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Successfully completed an accredited Crime Scene Investigation training course.		Application Form (verification by certificate)
Successfully completed an accredited Crime Scene Managers Course or be willing to undertake within 12 months of appointment.		Application Form
CSFS membership or willingness to join.		Application Form
Teaching, training, coaching or mentoring qualification or undertaking to obtain within 12 months of appointment.		Application Form (verification by certificate)
	'A' level or equivalent in a scientific discipline relating to crime scene duties e.g. physics, chemistry, biology.	Application Form (verification by certificate)
Knowledge / Experience		
Substantial experience of working within a crime scene investigation or related forensic science field and able to demonstrate the role of the CSI/CSM at complex serious and major crime scenes.	Describe and demonstrate how to deal with different types of scenes including fire, serious and organised crime, suspicious deaths.	Application Form / Interview
Understand the full range and application of forensic opportunities in investigations.	Experience of delivering training presentations	Application Form/ Interview
Experience of working effectively as part of a team.	Experience of managing, motivating and developing teams to achieve business objectives.	Application Form/ Interview
Experience of dealing with people in difficult situations		Application form / Interview
Previous experience of having performed Crime Scene Investigator duties in Major Incident Investigations		Application Form / Interview

Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them.		Application Form / Interview
Experience of dealing effectively with a range of both internal and external customers.		Application Form
Demonstrate accurate, clear written communication skills.		Application Form
Experience of assessing and identifying relevant information, making accurate decisions and taking appropriate action on the basis of available information.		Application Form
Demonstrable experience of sound decision making		Interview
Ability to work on own initiative to set objectives		Interview
Demonstrate self-motivation and willingness to develop self within the role.		Interview
Working Knowledge of Health & Safety, Equal Opportunities, Diversity and Data Protection legislation/issues		Interview
Other		
Willing to work anywhere within the Force as required.		Application Form
Able to lift and carry equipment appropriate to the job.		Meet the standards required for the RABME (see below)
A flexible approach to working hours		Interview
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Requirement to pass RABME medical.		RABME Assessment
Possession of a full driving licence		Application Form
Meet eyesight standards.		Certificate from Ophthalmologist

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: March 2019

LANCASHIRE CONSTABULARY

CRIME SCENE INVESTIGATOR

EYESIGHT REQUIREMENTS

Part of the role of a Crime Scene Investigator involves meticulous and detailed searching of premises and objects, and because of this exacting work the Lancashire Constabulary has set specific eyesight standards, which are essential criteria in becoming a Crime Scene Investigator.

Therefore, prior to an offer of appointment being made you will need to arrange an appointment with a registered Ophthalmologist in order to obtain an eyesight certificate which should outline your unaided and, if appropriate, aided standard of vision using the Snellen's and Ishihara's tests, as described below.

You must meet the following requirements: -

DISTANT VISION

Correctable, if necessary, with glasses or contact lenses to 6/6 on one eye, 6/12 in the other eye and 6/6 binocularly
(Snellen's Test)

NEAR VISION

Correctable, if necessary, with glasses or contact lenses to standard N/5 as recognised by the Faculty of Ophthalmologists.

COLOUR VISION

Ability to identify all principle colours clearly.
(Ishihara/City of University Test – 7 out of 10)

* Please hand this list of criteria to your optician, and forward a certificate detailing the results to the Human Resource Department, prior to an offer of appointment. *