

**LANCASHIRE CONSTABULARY
JOB DESCRIPTION**



**Lancashire
Constabulary**
police and communities together

Post Title: Forensic Laboratory Assistant

Location: Scientific Support Department at Headquarters

Responsible to: Fingerprint Lab Manager – Fingerprint Enhancement Laboratory (FEL)

Job Purpose: To support day-to-day delivery of a Fingerprint Laboratory service.
To assist the FEL in the retrieval, highlighting and recording of fingerprint/palmprint impressions using various basic chemical enhancement treatments and provide admin support

Grade: LC4

KEY RESULT AREAS

- To undertake basic chemical development treatments.
- To perform all duties complying with the accredited Quality Management System and the Forensic Science Regulator's Codes of Practice and Conduct.
- To analyse and mark up ridge detail evidence.
- Update the CSI System on Sleuth.
- To support the unit in administrative functions.
- To prepare and use various basic chemical formulations as prescribed in the Manual of Fingerprint Development Techniques (CAST.)
- Marking up exhibits (at appropriate level.)
- To undertake digital photography.
- To attach digital photographs to relevant casework.
- Provide statements for court if requested.
- Maintenance of chemical stocks and equipment.
- Maintain records and documentation of the movement and return of items/exhibits.
- The key responsibility is the provision of a fingerprint laboratory service for the retrieval and recording of fingerprint/palmprint, footwear and indented writing (ESDA) evidence.
- In addition, any other duties at the same responsibility level may be added to / interchanged with this list at any time.
- Carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

CANDIDATE SPECIFICATION

Essential	Desirable	To be identified by:
Qualifications		
Satisfactory completion of vetting procedures		Vetting process
	Recognised IT based qualification	Application Form/ Certificate
Knowledge/Experience		
To successfully pass an internal fingerprint aptitude test (All applicants must show they have eye for detail and high level of concentration).		Assessment
	Experience of handling confidential & sensitive material in an appropriate manner	Application Form/ Interview
	Experience of working in a laboratory environment and handling chemicals	Application Form/ Interview
Experience of data collection and recording		Application Form/ Interview
Experience of using computerised systems		Application Form/ Interview
Experience of working effectively as part of a team.		Application Form/ Interview
Experience of working to deadlines and tight timescales, within a busy environment.		Application Form
Experience of working with minimal supervision, organising and prioritising own workload		Application Form
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them.		Application Form
Demonstrate self-motivation and willingness to develop self within the role		Interview
	Experience of using of force mainframe systems i.e. Sleuth etc.	Application Form
Other		
An acceptable level of sickness absence		AC1 Form (internal applicants) Application Form and Reference (external applicants)
A flexible approach to working hours and practices.		Interview

Personal Qualities	
Decision making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.	Assessment / Interview
Leadership - Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems	Assessment / Interview
Leadership - Service delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.	Assessment / Interview
Professionalism Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.	Assessment / Interview
Public service Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	Assessment / Interview

<p>Working with others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>	<p>Assessment / Interview</p>
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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 it deems appropriate.

JE ref: 428

Date last updated: November 2017