

LANCASHIRE CONSTABULARY

JOB DESCRIPTION 30



Lancashire
Constabulary
police and communities together

Post Title: Digital Media Officer – BCU based

Location: Geographic BCU

Responsible to: DMIU Digital Media Supervisor

Job Purpose: To provide technical support to division in relation to the retrieval, analysis, examination and presentation of electronic forensic information, Intermediate level mobile device forensic examination, CCTV and video intelligence and evidence.

Grade: LC 5 – 6 (progression arrangements apply)

KEY RESULT AREAS

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.

- Act as Divisional advisor on mobile device forensics and interrogation of mobile phone data reports as well as providing support on CCTV viewing stations
- Attend premises, in order to retrieve CCTV video footage from both analogue and digital systems that require advanced recovery methods.
- Receive CCTV footage, in all formats, and provide stills for intelligence and / or evidence. Analyse multiplex CCTV footage and process into viewable format.
- Provide facilities for viewing and copying CCTV and other digital material onto relevant formats suitable for officers, briefings CPS and courts. Ensure there are adequate viewing facilities for playback in interview rooms.
- Undertake intermediate mobile device forensic examinations in line with DMIU ISO 17025 standard operating procedures. While incorporating all forensic disciplines and adhering to strict guidelines.
- Provide forensic mobile device examinations using a wide variety of software based applications and choose the most appropriate solution using professional experience. Examinations will include, Logical, file system and physical extractions
- Ensure all processes and procedures relevant to the role are carried out to national guidelines and departmental standard operating procedures.
- Prepare master and working copies of CCTV and mobile device examination data reports with related material for investigating officer.
- Record and monitor receipt and movement of all items as per the force and departmental ISO 17025 exhibits policy. Ensure appropriate storage and maintenance of integrity of master copies.

- Obtain digital evidence from mobile devices including mobile telephones and tablets. Produce reports in a forensic manner incorporating all examination related material for use by investigation officers
- Produce compilations and reports of material for both CCTV and Mobile forensics for investigative and court purposes.
- Prepare intermediate level video edits exporting to a range of different mediums for presentation of digital material suitable for Magistrates and Crown Court.
- Provide reports, statements and evidence in court as and when required.
- Maintain awareness of current research and development in areas of mobile forensics, CCTV technology and upcoming releases of major software platform changes for mobile devices. This includes platforms such as iOS, android and windows mobile. As well as major widely used mobile application platforms.
- Be responsible for review of divisional CCTV systems liaising with both public and private space CCTV owners.
- Ensure any significant intelligence from mobile examinations and CCTV work is recognised and passed to relevant personnel as soon as possible in order to maximise the potential of the information.
- Be responsible for maintaining DMIU office equipment and ensuring it is fit for purpose.
- Work as team member within both divisional DMIU team and HQ DMIU.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.
- Provide on the job training to officers across division on using the divisional based CCTV viewing stations for use in converting and producing CCTV stills and video clips
- Provide on the job training to officers across division on interrogating phone reads and explain terminology in an easy manner and how this can aid there investigation
- Conversion and compilation of video evidence from dash cam and body cam systems when requested by investigating officers
- Attend and pass the below training and certification courses to the required standard in order to fully undertake forensic disciplines
 - Core Skills in Mobile Phone forensics
 - Core Skills in CCTV Retrieval
 - Cellebrite Certified Physical Analyst
 - Cellebrite Certified Logical Operator
 - MSAB XRY Intermediate Training
 - MSAB XRY Certification Training

CANDIDATE SPECIFICATION

Essential	Desirable	To be identified by
Qualifications		
	A qualification in the use of IT based technology using windows systems i.e.CLAIT	Application form.
	Advanced or Ordinary National Diploma in a computing or video related subject.	Application Form
Knowledge/Experience		
Knowledge of basic platforms for mobile device operation (e.g IOS and Android etc)		Application form and interview
Detailed working knowledge of video and digital technology	Knowledge of mobile phone technology and downloading of information	Application form and assessment
Working knowledge of equipment connectivity, digital CCTV equipment and computers sufficient to fully utilise appropriate equipment.	Working knowledge of internet and search procedures for sourcing of relevant software.	Application form and interview
Experience of working on own initiative with minimum supervision, seeking advice when appropriate	Demonstrate self-motivation and willingness to develop self within the role	Application form
Experience of communicating effectively with people at all levels (internally and externally)		Application form and interview
Experience of working to deadlines and tight timescales, within a busy environment	.	Application form and interview
Experience of producing accurate information and demonstrate attention to detail		Application form and interview
Detailed working knowledge of computer operating systems including Mac OS and Windows platforms	Basic knowledge of police procedures including evidential procedures and continuity.	Application and Interview
Other		
Full current UK driving licence - there is a requirement that the post holder completes and passes the 'Basic Driver Assessment' in order to drive Constabulary vehicles within 6 months of appointment		Application form
Demonstrate a flexible approach to working practices, hours and location.		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
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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.	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.	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.	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 behavior. 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.	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.	Interview

Working with Others 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.	Interview
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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 is deemed appropriate.

Date last updated: January 2018

JE 1383

Progression Arrangements

LC 5 On basic level appointment

LC 6 Progression to LC6 will be awarded once the post holder is able to perform the full duties of the post independently, duties will include:-

1. Achieve a distinction level in the Digital Media Officer ISO 17025 competency exam.
2. Achieve a pass grade in all related mobile device and CCTV training courses outlined in DMO job specification.
3. Provide advice to senior officers, SIO's, OICs and other investigation managers on complex and details enquiries on related mobile device and CCTV examinations.
4. Undertake research and development in areas of mobile device forensics and CCTV based technology and provide regular feedback and learning to others.