Lancashire Constabulary
police and communities together

Post Title:	DMIU Deputy Technical Manager	
Grade:	LC7-8 (Progression Arrangements Apply)	JE:1990
Location:	HQ Crime – Digital Media Investigation Unit	
Responsible to:	DMIU Technical Manager	

Job Purpose:

Support the implementation and management of quality procedures in accordance with the forensic science regulator's codes of practice including ISO 17025 and ISO 17020 in the Digital Media Investigation Unit.

Support and carry out testing of new techniques and methods in response to changing technology and developing the capability of the DMIU demonstrating confidence in results by ensuring quality is embedded throughout.

To maintain competence and where required carry out digital forensic/ investigation duties such as the forensic recovery of evidential data from digital devices, providing evidentially sound technical support to investigations. Provide evidence to the court and judiciary where required.

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.

TECHNICAL MANAGENT

- Attend governance meetings as required.

- Report to the DMIU Technical manager in matters related to accredited activities and quality.

- Support activities relating to digital forensic quality in accordance with the requirements of the forensic science regulator's codes of practice, ISO 17025 and ISO 17020. Conduct a range of quality related activities including (but not limited to):

  o   Conducting regular audits to check compliance, competence and

    drive on-going standards improvement.
- o Support and guide validation work
- o Provide support in the writing of Standard Operating Procedures
- o Conduct Proficiency testing / inter-laboratory comparisons using digital forensic tools/techniques.
- o Support the development and updates of DMIU policies and procedures.
- o Carry out dip sampling and peer reviews of a range of technical work undertaken by the DMIU.
- o Support the investigation of non-conformances, root cause analysis and the progression of corrective / preventative actions.

- Support any visits relating to ISO accreditation such as those by the United Kingdom Accreditation Service.

- Aid in the maintenance of the case/asset/document management systems.

- Attend local, regional and national meetings in order to develop useful networks, understand best-practice, and support accreditation and quality requirements.

- Develop operational working relationships with other Investigative Units within Lancashire Constabulary.

- Support the implementation and testing of new techniques and methods in response to changing technology and developing the capability of the DMIU demonstrating confidence in results by ensuring quality is embedded throughout.

- Develop strategic plans to support the management of the technical requirements of accreditation in accordance with the Forensic Science Regulators Codes of Practice and ISO 17025/17020, providing expertise and decision making.

- Attend conferences and workshops, seminars, exhibitions etc… in order to develop current and establish potential digital forensics tools / techniques.

- Provide advice, guidance and leadership to DMIU staff and DMIU Supervision in relation to Technical matters and best practice.

- Maintain competence and where required carry out digital forensic duties such as the forensic recovery of evidential data from digital devices using forensic software, hardware and validated processes.

DIGITAL FORENSICS ACTIVITIES

- Prepare statements and provide evidence to the court and judiciary where required.

- Support the development and continuous improvement of service and evidential products provided to investigating officers and disseminating and communicating these changes to all relevant staff and officers.

- Deal with serious, disturbing and sensitive material.

- Secure and retrieve data from computer systems, in accordance with NPCC guidelines, utilising proprietary and bespoke software, in order to affect the arrest and conviction of those using computer equipment to commit digital crime.

- Process data in accordance with best practice and produce the resulting information in a form which can be readily understood and evaluated.

- Assist and advise officers, as appropriate, in the execution of search warrants and provide advice on the correct methods of seizing, removing and storing computer equipment.

- Attend court if necessary to present oral evidence in support of technical methods carried out.

- Give presentations, briefings and provide training as appropriate, in order to fully support investigations and promote the role of the DMIU and ISO standards.

- Develop and maintain specialised and up-to-date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations and develop the unit.

- Conduct other associated tasks that are considered appropriate given the rapid changes in technology and the amendment of practices to take these into account.

- Continually research and develop processes to forensically abstract evidential material from previously unknown applications.

- Undergo specialised training and obtain a high standard of expertise to enable the role to be fulfilled to a high standard.

- 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	1	Interview
We take ownership	1	Interview
Inclusive, enabling and visionary leadership		
We are collaborative	1	Interview
We deliver, support and inspire	1	Interview
Intelligent, creative and informed policing		
We analyse critically	1	Interview
We are innovative and open minded	1	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**

Qualifications, Knowledge and Experience:		
Essential	**Desirable**	**To be identified by**
2:2 level (or higher) degree qualification in Digital forensics (or similar subject) or extensive experience of working as a practitioner in a Digital forensic environment.	Digital forensic courses to an advanced level. ISO standard courses, auditor courses.	Application Form / Interview
Relevant experience and ability to identify / understand a range of digital devices and functions at an advanced level and identify their relevance to Digital Investigations.	Experience of investigating complex digital crimes, and examinations of digital evidence.	Application Form / Interview
Knowledge and awareness of varying digital forensic practises undertaken by Lancashire Constabulary.	Experience of working in an ISO17025 or 17020 accredited environment	Application Form / Interview
Ability to maintain strict confidentiality when dealing with sensitive / disturbing material.	Experience of producing comprehensive reports detailing complex information in simplistic terms and dealing with sensitive cases	Application Form / Interview
Experience of producing accurate written information and demonstrate a high level of attention to detail	Writing SOP's, validation reports, audits and quality management documents	Application Form / Interview
Knowledge of the challenges in innovation within digital forensics whilst complementing the requirements of ISO accreditation standards	Experience in working with a variety of specialist teams, understanding requirements and support mechanisms	Application Form / Interview
Personal resilience and willingness to be exposed to extreme and disturbing images on a regular basis		Interview
Knowledge and awareness of the Forensic Science Regulators Codes of Practice, ISO 17025, ISO 17020 and ILAC G:19		Application Form / Interview

Ability to deliver presentations to a wide range of audiences		Interview
Other		
Willingness to undergo mandatory counselling		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
Full UK Driving Licence and willing to undertake and pass the Constabulary driving test suitable for travel on constabulary business. Willing to travel on constabulary business.		Application Form / Interview
Willing to provide DNA sample to be entered on the Central Elimination Database		Application Form

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 deems appropriate.

Date last updated: 15 September 2021

LANCASHIRE CONSTABULARY

DMIU Deputy Technical Manager JE1990

PROGRESSION ARRANGEMENTS

The following arrangements are subject to the needs of the post and not the post holder.

These progression arrangements do not prevent management seeking authority to appoint at any spinal point in the grade range subject to the individual meeting the progression arrangements.

LC7   -   On appointment

LC8   -   Post holders can apply to progress to LC8 when they can evidence:

- Completed competency framework and demonstrate competency practically

- Attend and pass required training courses in line with the role specification and competency criteria (led by supervision)

- Be authorised to carry our independent audits for Lancashire Constabulary, authorised by the Quality Management Team

Performance will be assessed by First Line Managers and evidenced through the PDR process.