



ROLE PROFILE

Post Title:	Senior Drugs Reporting Officer	
Grade:	LC 10	JE: 1964
Location:	HQ	
Responsible to:	Head of Regional Drugs Unit	
Responsible for:	Drugs Reporting Officers Drugs Examination Officers	
Job Purpose:		
To provide an efficient and effective drugs analysis service by supervising, motivating and training staff and acting as an expert in all aspects of the analysis of drugs, illicit drug production and interpretational evidence.		
Key Responsibilities:		
<p>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.</p> <ul style="list-style-type: none">• Manage and prioritise personal, team and unit workload in relation to the most complex of drugs submissions such as multi-evidence type comparisons, large scale cannabis yield estimates and static marks. Interpret and communicate scientific findings and opinion-based findings effectively in the context of the case via SFR, statements and attend court as an Expert Witness where required.• Monitor drugs submissions and resources within the context of the regional collaboration, providing relevant management information to the Head of the Regional Drugs Unit.• Produce and review unit documentation including Service Level Agreements, Memoranda of Understanding, Standard Operating Procedures and validation documents.• Allocate and prioritise work for staff, providing help and support where required, to ensure the team's success in delivering the required output within a productive environment.• Demonstrate an in-depth understanding of all current and emerging drug related legislation including Misuse of Drugs Act 1971, Misuse of Drugs Regulations (including amendments and additions) and associated legislation.• Devise casework strategies and co-ordinate submissions in the most complex, multi-evidence type investigations in conjunction with other forensic experts, relevant to the individual needs of the investigation and time constraints of the customer, including 'Test Purchase' operations.• Provide peer review of strategies, findings and interpretations to ensure quality and consistency.		

- Advise and lead on scene attendance at large scale, complex drug production facilities when required and lead on lab-based examinations in relation to complex and novel drug production facilities.
- Manage and appraise staff working within the Drugs Unit and provide training and mentoring on a daily basis or as part of formal training. Motivate, develop and influence team members, providing help and support where required.
- Assist with maintaining formal accreditation for the Drugs Unit. Ensure that quality standards are maintained and that staff maintain their competence. Provide effective management of quality standards within the unit.
- Lead on the development and provision of a full range of internal and external forensic drug awareness training for Police Staff, Police Officers and students to ensure high professional standards and support their effective deployment.
- Deputise for the Head of the Regional Drugs Unit when required.
- Act as a thematic lead within the Regional Drugs Unit for a specialist area, such as Accreditation Technical Manager, Instrumentation, Legislation or Training & Development.
- Have a thorough understanding of ISO 17025, Forensic Science Regulator's Code of Practice & Conduct, ILAC G19 and other relevant documents. Ensure technical processes are embedded with staff and compliance is maintained.
- Lead on the delivery of rapid response drug testing, during core time and, by arrangement, out of hours in order to facilitate charging or remand of suspects within the constraints of PACE, or to enable the continuation of covert 'Test Purchase' operations without compromise.
- Develop and manage relationship with internal and external customers and other agencies, including acting as a SPOC and leading on service delivery for one or more forces within the region.
- Ensure all work undertaken within the team meets the required quality and Health & Safety standards, proactively raising potential quality issues and possible improvements where appropriate and performing Risk Assessments in the laboratory and at scenes.
- Demonstrate commercial awareness in all aspects of work undertaken, authorising Unit spend in the absence of the Head of the Regional Drugs Unit, using resources effectively and ensuring effective deployment in support of operational activities. This includes liaison with Account Management colleagues and Forensic Submissions Units where required.
- Represent the Constabulary and Regional Drugs Unit at conferences and network with colleagues and outside agencies to develop regional and national systems.
- Lead on the provision and presentation of information, advice and intelligence at a local, regional and national level.
- Promote and comply with our obligations under the Equality Act 2010 and Lancashire Constabulary's policy on health and safety both in the delivery of service and the treatment of others.
- Be responsible for improving personal performance by actively engaging in the Professional Development Review (PDR) process.
- 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
Degree or equivalent (e.g. membership of a relevant professional body) in a Science Discipline		Application Form
Knowledge / Experience		
Experience of Forensic Science as applied to Criminal Investigations	Technical skills and knowledge relating to analytical instrumentation, with regards to both technical and budgetary decision-making	Application Form/Interview
Experience of presenting expert/specialist evidence within the Criminal Justice System	Experience of working as a technical lead to attain and/or maintain accreditation to ISO 17025	Application Form/Interview
Fully competent in all aspects of Drug Analysis,	Experience of managing, motivating and	Application Form/Interview

Interpretation and Statement writing as applied to Criminal Investigation	developing teams to achieve business objectives	
Experience of attending crime scenes relating to large scale, complex drug production facilities		Application Form/Interview
Experience of working with minimal supervision, organising and prioritising own workload		Interview
Experience of working to deadlines and tight timescales within a busy environment		Interview
Experience of building and maintaining internal and external partnerships		Interview
Experience of mentoring and Training others		Interview
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them	Experience of research and development in respect of forensic issues/examinations	Interview
Demonstrate accurate and clear written and verbal communication skills		Interview
Demonstrate self-motivation and willingness to develop self within the role		Interview
Experience of contributing effectively as part of a team		Interview
Other		
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 Driving Licence		Application Form
A flexible approach to working hours and practices		Interview
Requirement to provide DNA sample to be entered on the Central Elimination Database		Scientific Support

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: 8 October 2020