

LANCASHIRE CONSTABULARY

JOB DESCRIPTION



Lancashire
Constabulary
police and communities together

Post Title: DMIU Technician

Location: Headquarters

Responsible to: DMIU Manager

Job Purpose: To provide flexible and comprehensive technical support to the Digital media Investigation Unit

Grade: LC6-7

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.

- Arranging Submission/Management of exhibits into and out the department, internal exhibit movement, providing witness statements and attending court where necessary.
- Dismantling and reassembling computer equipment and examination of mobile telephones and associated memory cards
- Creating Forensic Images (Including verification and hashing of data), Archiving/Backing up and maintenance of Hi Tech Crime Unit equipment.
- Provide resilience when required in the area of basic computer examination or tasks
- Monitoring Court Results and arranging destruction/Re-use of Confiscated Computer Equipment
- Assist divisional officers, as appropriate, in the execution of search warrants and provide advice on the correct methods of seizing, removing and storing computer equipment.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.

CANDIDATE SPECIFICATION

Essential	Desirable	To be identified by
Qualifications		
	Encase Forensic Evidence Recovery Course.	Certificate
	Mobile Telephone Examination Core Sills	Certificate / Qualification
Knowledge/Experience		
Willingness to undertake and pass all necessary courses required to become fully operational		Interview
Knowledge and experience of applying relevant legislation in relation to disclosure and the correct handling of exhibits, preparation of statements and attendance at Court.		Application / Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable.		Application Form
Experience of working with minimal supervision, organising and prioritising own workload.		Application / Interview
Knowledge of computer components and forensic imaging techniques		Interview
Ability to dismantle/reassemble computer equipment.		Application Form / Assessment
Experience in the examination of mobile telephones.		Application Form / Interview
Experience of dealing with people in difficult, sometimes confrontational circumstances		Application Form / 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 staff
Willingness to undertake relevant computer, telephone or digital media training to fulfil role		Interview
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

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

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.

Date last updated: April 2018

JE 1387

Progression Arrangements

(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)

LC 6 On basic level appointment but all work to be Q/A'd by a Senior Technician

LC 7 Progression to LC7 will be awarded once the post holder is able to perform the following duties of the post independently as assessed by a senior technician or DMIU manager/Detective Inspector, duties will include :-

- Successful completion of Encase Forensic Evidence Recovery Course
- Successful completion of mobile telephone core skills course
- Successful completion of specific software courses pertaining to mobile phone examination in particular (XRY & Cellebrite)
- Able to perform strip down, image and re build of various devices in line with departmental standard operating procedures unsupervised.
- Able to perform Chip-off/J-Tagging to an acceptable level.
- Produce quality evidential reports/statements in relation to mobile device examination.

(This is to be assessed by peer review and Management DIP Sampling)

NOTE:

1. In all cases, progression is dependent on individuals performing work assigned to them in an entirely satisfactory manner and to their being required to undertake duties and responsibilities commensurate with the grade paid as a consequence of their progression.
2. The above scheme is not intended to override the discretion to make appointments at any level within the range LC6 to LC7 however this will be subject to approval from the Head of HR.

Note

Assessable performance will be determined by the first line manager and evidence through CPD.

It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.

