Job Description

A Post Details

Job Title: **CCTV Technical Manager**	Grade: B001
Department: **CCTV**	Division: A
Reports to: **CCTV Service Delivery Manager**	Contract Type: Temporary
Level of Vetting: **Security Check**	Numbers in Post: 1

B Purpose of the Post

The purpose of the role   act as the CCTV Forensic Imaging Technical Manager supporting the SDM and Bussiness change Manager and deliver an effective and efficient, high quality digital service to the British Transport Police, the community and the Criminal Justice System through the management and development of staff, methods, processes and continued ISO 17025 accreditation.

This covers all technical aspects and quality of laboratory activities for Forensic Imaging other areas brought into scope by the Forensic Science Regulator.

To provide effective forensic expertise that is professional, readily accessible and cost effective in order to support the investigative process from initial case acceptance to conclusion.

To conduct competence testing for all staff employed in Forensic Imaging roles within the BTP.

C Dimensions of the Post

Financial – Direct or Non-Direct

Non-Direct - Advises and influences on the acquisition and/or continued use of software and hardware utilised within the department.

Staff Responsibilities – Direct or Non-Direct

Non-Direct - Support the training of staff, officers, Police Specials, graduate placements and community volunteers within the CCU; competence testing of all staff employed in Forensic Imaging Roles.

Any Other Statistical Data

Test, evaluate and report on validation and verification results to management.

D Principal Accountabilities

 To act as Technical Manager to deliver and maintain 17025 accreditation across the Post Production team and other frontline forensic imaging hubs in line with local, regional and national legislation and policies including:

- Establish, review, maintain and develop existing and new analytical procedures and methods for digital forensics and communicate any changes to staff.

- Develop and maintain validation and verification processes to ensure that all hardware, software and methods used within CCTV and the frontline hubs are fit for purpose.

- Develop, maintain and ensure compliance with Quality Management System (QMS) including adherence to Quality Procedures (QP), Standard Operating Procedures (SOPs) and Work Instructions (WIs).

- Deliver continuous improvement of the CCTV department and frontline digital forensic performance including the completion and corrective action from internal and external audits and feedback, problem solving, investigation of anomalies including root cause analysis for findings and trend analysis.

- Evaluate the risk of non-conformance and rectifythe non-conformance to ensure continued delivery of technical operations.

- Coordinate the departments participation in Inter-Lab Comparisons (ILC) and Proficiency Testing (PT), prepare ILC material as required and review, report and investigate the results of the departments submissions as appropriate.

- Assist with the competence testing of all CCTV Forensic Imaging Staff

Manage and advance your own continual professional development and that of the organisation, within the CCTV environment including changes to technology and legislation.

Support the Representation of the BTP at meetings and maintain good working relationships with partners and key stakeholders including the Quality Management team and other Force and / or commercial digital Technical Managers.

E Decision Making

Make Decisions

N/A

Significant Say in Decisions

Assessment under ISO17025 to verify the competency of all CCTV staff

Recommend software and hardware to improve processes within CCTV

F Contact with Others

Internal

 CCTV Supervisors

Forensic Imaging Officers across all sites

Senior Management

Quality Management Team

Police Officers including Senior Investigating Officers (SIOs) and members of Police Staff.

External

Members of the public, including course trainers, national advisors (e.g. UKAS) and hardware or software company representatives.

G Essential Criteria

BRITISH TRANSPORT POLICE

Qualifications and Training:
Educated to degree level within Forensic Science/Media/Video Production/or relevant experience in a relevant field.   •
Experience:
Experience of working within an ISO accredited environment or one that is working towards accreditation.   Extensive experience and proficency in the use of forensic video and video editing software.
Skills:
Ability to continually and effectively absorb technical information, evaluate, and report on results to management.   Able to prioritise according to operational requirements and work calmly and accurately under pressure   To be able to work under their own initiative.   High degree of competency in Forensic imaging processes and knowledge.   A confident communicator with excellent verbal and written skills.   A personable, professional manner and the ability to interact and relate to all levels of staff. Excellent teamworking and problem solving abilities.   Highly developed interpersonal skills demonstrating the ability to build and maintain good working relationships with all appropriate internal and external stakeholders.   Competent in the use of IT software including Office 365 including Microsoft Word, Excel, PowerPoint, Teams and Outlook.   **Excellent organisational and administrative ability with meticulous attention to detail.**
Knowledge:
A good understanding of computing and forensic imaging processes.   An understanding and commitment to Continuous Professional Development, ensuring technical competences and expertise are kept up to date with industry developments.   Sound working knowledge and understanding of BS EN ISO/IEC 17025 and Forensic Science Regulators Code of Practice and Conduct.   **Knowledge of all relevant forensic related science.**   **Knowledge of implementing change and processes.**
Desirable criteria:
Qualifications and Training

LEVA Level 1/2

Adobe Premiere (Adobe Certified Professional)

Experience

Investigative experience through working within a law enforcement and/or other imaging environments.

Experience of forensic video software such as AMPED, DVR Examiner.

Skills

Nil

Knowledge

 Knowledge of ISO 17020/17025, Forensic Science Regulator's Codes of Practice.
Awareness of Health and Safety in the work environment
Understanding of Quality Management Systems.

H Additional Information

The role includes the viewing of digital which may contain instances of extreme violence or other material of a disturbing or distressing nature.

Working with little or no daily supervision.

For Panel to complete only:
Line Manager Approval: (this is only signed off when the line manager has approved the final version)
Panel Approval: Reward Team
Date:29/06/2022