BRITISH TRANSPORT POLICE

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP *'Guide to writing job descriptions for Police Staff roles'* Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Senior High Tech Crime Investigator	Current Grade:	B001
Department:	Cyber Crime Unit	Area:	Force Headquarters
Reports To:	Digital Forensic Supervisor	No of Posts:	3
Level of vetting	SC		

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

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 support investigating officers through the seizure of computer equipment, forensic data recovery and subsequent forensic handling of digital data and evidence including the imaging of computer material.

To ensure adherance to standards under ISO 17025 and continuous improvement in the delivery of digital forensics

To provide professional support in mentoring new members of staff, so that the unit is effective in its delivery of digital forensics to the organisation.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Support the training of new members of staff within the HTCU.

Any Other Statistical Data

Support the management of submissions and update the case management system

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HR8:1 Version 1.0

Page 1 of 4

Job Description
Form HR8.1.3 Version 1.1

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HR8:1.3
Version 1.1

D.   PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

To conduct digital forensic examinations within the confines of ISO 17025, ensuring continuing compliance and competence

Contribution towards the continuous improvement of standards within the department under ISO 17025

To conduct laboratory based examinations of items/exhibits to support investigations. Ensure integrity and continuity of items by correct handling, storage, documentation

To utilise a range of hardware and software to produce evidential and working copies of seized computer evidence

To provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives (at scene or in a laboratory)

To evaluate and interpret the results of investigations and give advice that is unbiased, accurate and based on established principles.

To provide evidential statements and attend court to present evidence of work undertaken

To work co-operatively with team members and colleagues, contributing constructively

Assist in the development and training of HTCU staff, Police Specials and community volunteers within HTCU

To maintain personal responsibility for gathering, recording, storing, accessing and sharing of information in compliance with policy, procedures and legislation

To provide briefings, presentations and training on matters associated with digital data recovery to internal and external audiences

To promote the interests of the BTP and liaise with external agencies and professional bodies as appropriate

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E.   DECISION MAKING:

Make decisions

Review applications to submit digital media items for examination, assess the extent of any investigation and decline submissions where they are unsuitable or not justified in all the circumstances.

Significant say in decisions

Use of technical and expert knowledge to determine the extent of any electronic investigation.

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Police Staff Job Evaluation and Grading SOP
HR8:1 Version 1.0

Page 2 of 4

Job Description
Form HR8.1.3 Version 1.1

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BRITISH TRANSPORT POLICE

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Regular professional discussions concerning submissions/investigative strategies. These will be conducted with all levels of Police officers and staff within the organisation.

External

Professional relationships with other LEA's, the Home Office Police Forces, College of Policing concerning implementation of best practice, new policy/procedures and opportunities for generating partnership working.

Members of digital forensic user groups and external forensic providers.

Forensic experts working for defence lawyers in matters of relevant cases.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:
Educated to degree level in Computer Forensics or equivalent experience
Qualification in at least one form of mobile phone forensic software (Cellebrite/XRY)
Qualification in at least one form of digital forensic software (FTK/Blackbag/Encase)

Experience:
Experience of working within a pressured environment and successfully meeting organisational objectives

Skills:
Excellent written and oral communication skills with the ability to interact effectively with individuals/groups at all levels of technical knowledge both within and outside the police service.

Ability to work within prescibed process and produres but with the capacity to identify and implement areas of continuous improvement

Competent in the use of IT systems including MS Word, Excel and Outlook

Ability to work within strict procedures and protocols but with the initiative and imagination to identify and recommend improvements.

Knowledge:
Technically proficient background in digital forensics including (but not limited) to areas such as PC architecture (hardware/networking) and operating systems (Windows, OSX and Linux).

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Police Staff Job Evaluation and Grading SOP
HR8:1 Version 1.0

Page 3 of 4

Job Description
Form HR8.1.3 Version 1.1

NOT PROTECTIVELY MARKED

HR8:1.3
Version 1.1

Desired Criteria:

Qualifications and Training:

Experience:

Knowledge and experience of working within an ISO 17025 environment

Skills:

Knowledge:

An understanding of legislation in relation to Hi-Tech Crime, including Interception of Communications, Computer Missuse, Indecent Images of Children, EHCR conventions and Data protection issues.

H. **ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Successfully pass secureity vetting at SC level.

I. **AUTHORISATION DETAILS**

Prepared By: Date:

Area Commander
/FHQ HoD: Date: