

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:	Digital Forensics Investigator	Current Grade:	A006
Department:	Cyber Crime Unit	Area:	Force Headquarters
Reports To:	Digital Forensic Unit Manager	No of Posts:	2
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 non-technical staff including investigating officers, Kiosk and Spektor practitioners through the seizure of digital media and mobile devices; the acquisition, ingress and analysis of data primarily from mobile devices and the subsequent forensic handling of data.

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

To act as an expert witness in criminal and other cases

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

Financial – Direct or Non-Direct

Nil

Staff Responsibilities – Direct or Non-Direct

Provide support to Kiosk and Spektor practitioners, community volunteers and/or police specials that may be attached to the unit

Any Other Statistical Data

Support the management of submissions and update the case management system

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

To conduct digital forensic examinations (primarily of mobile devices) within the confines of ISO 17025 and the Forensic Science Regulator's Codes of Practice (or equivalent), ensuring continuing compliance and competence

To contribute towards the continuous improvement of standards within the department under ISO 17025

To conduct laboratory based acquisitions, extractions and analysis of mobile devices (and digital media as required) to support investigations.

To ensure integrity and continuity of items by correct exhibit handling, storage, documentation and updating of the case management system

To be competent and utilise a range of hardware and software to conduct acquisitions and subsequently produce evidential reports from mobile devices and digital media.

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

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

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

To support community volunteers or police specials who may be attached to the unit

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

To achieve and maintain competency in all areas of the role in accordance with ISO 17025.

E. DECISION MAKING:

Make decisions

To determine from experience and training the most appropriate software / hardware to use for the acquisition and analysis of the mobile device / digital media.

Significant say in decisions

Use of technical and expert knowledge to determine the extent of any mobile device and digital media examinations.

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 Law Enforcement Agencies and members of digital forensic user groups and external forensic providers

Forensic examiners working for defence teams in relevant cases

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

Essential Criteria:

Qualifications and Training:

Minimum GCSE A - C Maths and English

Experience:

Experience of working in a digital environment

Skills:

An aptitude for (and keenness to develop) skills in the technical elements of mobile devices

Attention to detail with a methodical approach to problem solving

Excellent written and oral communication skills with the ability to interact effectively with persons at all levels of technical knowledge both within and outside the organisation

Proven ability to work in the small close-knit team.

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

Knowledge:

Nil

Desired Criteria:

Qualifications and Training:

Educated to degree level in Digital Forensics or equivalent experience

Qualification or experience in the use of at least one form of mobile phone forensic software (Cellebrite/XRY)

Qualification or experience in the forensic imaging of digital media

Experience:

Experience of working in a pressured environment and successfully meeting organisational objectives

Experience of working within an ISO 17025 environment

Experience in disassembling and reassembling computers and troubleshooting faults

Working knowledge of mobile phone technology

Experience of handling evidence within the Criminal Justice System

Skills:

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

Knowledge:

An understanding of legislation in relation to Digital Forensics including interception of communications, computer misuse, child abuse images, European Convention on Human Rights and data protection

- 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.*

The role includes the viewing of extracted digital evidence which may contain indecent images of children and/or instances of extreme violence

Successfully pass security vetting at SC level.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander

/FHQ HoD:

Date:

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