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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 Forensic Manager	Current Grade:	B003
Department:	Cyber Crime Unit (HTCU)	Area:	Force Headquarters
Reports To:	Detective Inspector	No of Posts:	1
Level of vetting	SC		

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

To provide management and governance of digital submissions and examinations within the Hi Tech Crime Unit (HTCU) and the seventeen nationwide mobile phone forensic hubs

Undertake the key strategic role within the organisation surrounding implementation of ISO 17025 by acting as technical lead to ensure compliance with the standard within the HTCU and across the national mobile phone hubs

Oversight for the professional development and overall competency of staff within the HTCU and those examiners based at national mobile phone hubs. Ensuring skills match business demands and that a suitable talent planning strategy is operation.

Demonstrate adherence to organisational objectives and legislative requirements through the compliation of technical and statistical reports to senior management

Oversight of budget expenditure on software licences within the HTCU and outsourcing requests to third party digital forensic providers

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

Financial – Direct or Non-Direct

Non-direct Ensure the effective management and control of outsourcing costs to external forensic providers

Staff Responsibilities – Direct or Non-Direct

Direct supervision of HTCU staff
Non-direct Technical and competency supervision for approximately 40 mobile phone examiners across the organisation (17 national hubs)

Any Other Statistical Data

Delivery of regular statistical and management information to senior managers within the organisation
Production of business cases
Regular analysis of HTCU and mobile phone hub risk and action logs under ISO 17025

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

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To implement and provide ongoing oversight of Forensic standard ISO 17025 within the HTCU and national mobile phone hubs. Ensuring continuing compliance within digital framework as prescribed by the Forensics Regulator.

Manage and undertake digital investigations by taking responsibility for key investigative decisions surrounding the acceptance and analysis of digital exhibits with reference to current legislation, Codes of Practice and organisational objectives.

Ensure technical support and advice is provided to all OIC's and SIO's throughout the Force by allocating appropriate resources upon request

Provide technical supervision of digital forensics within the confines of ISO 17025 for the HTCU, CCI (Cyber Crime Investigative Unit) and the designated mobile phone hubs nationally across the Force

Lead on the continuous improvement of technical standards within the CCU (Cyber Crime Unit) under ISO 17025

Conduct detailed review(s) of new technologies and forensic software tools for use across the CCU and mobile phone hubs

Supervise HTCU staff, Police Specials and community volunteers within HTCU, overseeing their continued professional development

Manage the implementation of BTPs mobile phone kiosk solution and continue to work in partnership with IT to develop a technical solution to the storage and retreival of extrated data

Provide governance of authorised examiners across the national mobile forensic hubs, ensuring adequate configuration control and continued staff competence in line with ISO 17025

Compile technical reports for senior management encompassing all forms of forensic digital investigations within HTCU, CCI and mobile phone hubs

Responsibility for the management of the software licensing budget (£25k) within the HTCU and oversight of all outsourcing requests to third party digital forensic providers

To assess and advise on the equipment and technical requirements of the CCU and natioanl mobile phone hubs

Develop and maintain partnerships with other Law Enforcement Agencies (LEA's), external providers and industry experts to promote best practice and increase organisational skills and knowledge

Responsibility for the governance and compliance on the retention of data with consideration to legislative requirements and organisational policies/procedures (ie MOPI/CPIA) for the CCU and Force mobile phone hubs

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E. DECISION MAKING:

Make decisions

Decide and determine if digital submissions are necessary and proportionate against the offence in question and if they comply with legislative requirements and/or organisational objectives.

Designing and setting objectives/priorities for staff witin the HTCU to maintain a competent unit in line with ISO 17025

Significant say in decisions

Responsible for determining technical competence of staff within mobile hubs and whether they can practice digital forensic examinations within the organisation in line with ISO 17025.

Make specific recommendations following detailed review(s) of new technologies and forensic software tools for use across the CCU and mobile phone hubs. To fall within the CCU budget of £50k per annum.

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, attendance at organisation project/strategy meetings and liasion on financial/procurement matters. 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.

Digital forensic providers and IT specialists/suppliers identifying new product opportunities/outsourcing/ISO 17025 working relationships.

Attendance and representaion of BTP on national policing user groups surrounding digital evidence.

Liaison with forensic experts working for defence lawyers in matters of relevant cases.

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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 digital forensic software (Encase/FTK/Blackbag)

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

Experience:

Knowledge and experience of working within an ISO 17025 environment

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

Proven ability to lead a team, working under pressure and successfully meet organisational objectives

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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Desired Criteria:

Qualifications and Training:

Experience:

Management and professional development of staff

Skills:

Knowledge:

An understanding of the impact of legislation such as PACE, RIPA, EHCR and DPA on conducting digital forensics

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 post holder must successfully attain SC level vetting

I. **AUTHORISATION DETAILS**

Prepared By: Date:

Area Commander /FHQ HoD: Date: