



NOT PROTECTIVELY MARKED

JOB DESCRIPTION

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

A. POST DETAILS:

Job Title:	Technical Manager (DFU)	Current Grade:	B02
Department:	Cyber Crime Unit	Area:	Force Headquarters (Ebury Bridge)
Reports To:	Digital Forensics Unit Manager	No of Posts:	1
Level of vetting:	SC		

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

The purpose of the role is to 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 ISO17020 and 17025 accreditation.

This covers all technical aspects and quality of laboratory activities for digital forensics including digital media, mobile devices, electronic storage devices, mobile device kiosks and other frontline tools as well as 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

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

Non-Direct - Takes decisions on the extent of an examination and the resources deployed through the development and implementation of an investigative strategy following receipt of a submission form.

Staff Responsibilities – Direct or Non-Direct

Non Direct - Support the training of staff, officers, Police Specials and community volunteers within the CCU; competence testing of all staff employed in digital forensic roles.

Direct - Deputising for the DFU Manager in their absence.

Any Other Statistical Data

Test, evaluate, and report on validation results to management

Support the management of submissions and update the case management system

NOT PROTECTIVELY MARKED

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

1. Deliver and maintain ISO17020 and 17025 accreditation across the Cyber Crime Unit (CCU) and other frontline digital forensic hubs in line with local, regional and national legislation and policies.
2. Establish, review, maintain and develop existing and new analytical procedures and methods for digital forensics and communicate any changes to staff.
3. Develop and maintain validation and test/calibration processes to ensure that all hardware, software and methods used in the CCU and the frontline hubs is fit for purpose.
4. Develop, maintain and ensure compliance with Quality Management System (QMS) including adherence to Quality Procedures (QP), Standard Operating Procedures (SOPs) and Work Instructions (WIs).
5. Lead on technical matters in relation to the QMS for all technical aspects of digital forensic activity within the British Transport Police.
6. Deliver continuous improvement of CCU and frontline digital forensic performance including the completion and corrective action from internal audits, problem solving, investigation of anomalies including root cause analysis for findings and trend analysis.
7. Support the competency of all technical staff by identifying training needs and documenting evidenced competency assessments.
8. Evaluate the risk of non-conformance support the DFU Manager in rectifying the non-conformance to ensure continued delivery of technical operations.
9. Advise and influence the DFU Manager and stakeholders decisions on technical matters and strategy in relation to the CCU's day to day operations, including identifying emerging technologies to be assimilated, integrated and introduced within the department and frontline, contributing to policy development and undertaking projects which could impact on the service offered.
10. Manage and advance your own continual professional development and that of the organisation, within the digital forensic environment including changes to technology and legislation.
11. Represent BTP at regular 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.
12. Assist the DFU manager in governance and operational support of the seventeen kiosk and seven Spektor frontline forensic hubs. This includes oversight and influence of approximately 80 examiners across the Force.
13. Coordinate the CCU's participation in Inter-Lab Comparisons (ILC) and Proficiency Testing, prepare ILC material as required and review, report and investigate the results of the CCU submissions as appropriate
14. To deputise and undertake Digital Forensics Unit Manager role in their absence.



NOT PROTECTIVELY MARKED

E. DECISION MAKING:

Make decisions

Considers the proportionality, legality and justification for submissions made by frontline staff for digital forensic investigations. If accepted, creates a forensic strategy surrounding the device examination and allocates appropriate resources. Upon rejection, provides frontline staff the rationale for reaching this decision.

Significant say in decisions

Assessment under ISO17020/ISO17025 to verify the competency of all staff

Recommend software and hardware to improve processes within the CCU

Support the management of submissions and update the case management system

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

Internal

Cyber Crime Unit Supervisors

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.

CPS, Defence (including forensic investigators) and Prosecuting legal teams.

Other Law Enforcement Agencies

NOT PROTECTIVELY MARKED

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

Essential Criteria:

Qualifications and Training:

Educated to degree level within Forensic Computing/Computer Science and/or relevant experience in the digital forensics.

Successful completion of relevant digital forensics courses such as XWays, Axiom and / or mobile device software such as MSAB XRY, Cellebrite or Oxygen.

Experience:

Experience of working within an ISO accredited environment or one that is working towards accreditation.

Extensive experience and proficiency in the use of digital forensics software

Skills:

Ability to continually and effectively absorb technical information, evaluate, and report on results to management.

Able to prioritise according to operational requirements

Advanced competency in digital device examinations and knowledge.

A confident communicator in both verbal and written skills including report-writing with a personable, professional manner and the ability to interact and relate to all levels of staff.

Highly developed interpersonal skills demonstrating the ability to build and maintain good working relationships with all appropriate internal and external stakeholders.

The ability to identify training requirements through the use of the CCU training matrix against staff competency

Knowledge:

A comprehensive understanding of computer hardware and software.

Demonstrate 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 / 17020, ILAC G19 Modules in a Forensic Science Process and Forensic Science Regulators Code of Practice and Conduct



NOT PROTECTIVELY MARKED

Desired Criteria:

Qualifications and Training:

Experience:

Investigative experience through working within a law enforcement and/or other digital forensic environment.

Skills:

Knowledge:

A knowledge of computer networking

- 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 child abuse pictures and videos and/or instances of extreme violence or other material of a disturbing or distressing nature.

Successfully pass security vetting at SC level.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander

/FHQ HoD:

Date:

NOT PROTECTIVELY MARKED