# Job Description

## A  Post Details

| | |
|---|---|
| Job Title: **Digital Forensics Unit Accreditation Support Officer** | Grade: A005 |
| Department: **Cyber Crime Unit** | Division: A |
| Reports to: **Digital Forensic Unit Manager** | Contract Type: Temporary |
| Level of Vetting:**Baseline** | Numbers in Post: 2 |

## B  Purpose of the Post

The purpose of the role is to provide administrative support to the Digital Forensic Unit (DFU) Technical Manager and Assisitant Technical Manager's (Technical Management) to enable them 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.

Administrative tasks in support of ISO Accreditation including assisting with the drafting and updating of Standard Operating Procedures and Work Instructions.
Creation and recording of ground truth data sets for mobile devices and digital media validation.
Populating validation mobile devices with data and recording the data.

Reviewing results from mobile device and digital media validation testing.

Assist with the competence testing for staff employed in digital forensic roles within the BTP.

## C  Dimensions of the Post

**Financial – Direct or Non-Direct**

Nil

**Staff Responsibilities –  Direct or Non-Direct**

Nil

**Any Other Statistical Data**

Report on validation and verification results to the DFU Technical Management.

## D  Principal Accountabilities

To support the DFU Technical Management to deliver and maintain ISO17020 and 17025 accreditation across the DFU and other frontline digital forensic hubs in line with local, regional and national legislation and policies including:

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

- Supporting the Technical Management in rectifying the non-conformances to ensure continued delivery of technical operations.
- Administer the CCU's participation in Inter-Lab Comparisons (ILC) and Proficiency Testing (PT).

- Assist with the competence testing of all DFU (including Spektor and Kiosk) staff.

- Administration of all staff training records.

- Creation, recording and updating of ground truth data (GTD) sets for mobile devices and digital media validation.

- Populating validation mobile devices with data and accurately recording that data.

- Reviewing results from mobile device and digital media validation and verification testing; providing reports to the Technical Management.

- Undertake ISO Audits.

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

Note:

Post 1:  Responsible to the Technical Management for Digital Media encompassing computers, hard drives, removable media etc (and including Spektor); and

Post 2: Responsible to the Technical Management for Mobile Devices encompassing mobile phones, sat navs, drones etc (and including the Mobile Phone Kiosks).

## E  Decision Making

**Make Decisions**

N/A

**Significant Say in Decisions**

N/A

## F  Contact with Others

**Internal**

Cyber Crime Unit Supervisors

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

Qualifications and Training:

Minimum GCSE A - C  Maths and English

| Experience: |
| --- |
| Experience of working within an ISO accredited environment or one that is working towards accreditation. |
| Experience of working in a digital environment (computers or mobile devices). |

| Skills: |
| --- |
| An aptitude for and keenness to develop skills in the technical elements of mobile devices, computers and / or digital media. |
| Attention to detail with a methodical approach to data review. |
| 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 organization. |
| Proven ability to work in the small close-knit team. |
| Competent in the use of IT software including Office 365 including Microsoft Word, Excel, PowerPoint, Teams and Outlook. |

| Knowledge: |
| --- |
| A working knowledge of computer and / or mobile device hardware and software. |

| Desirable criteria: |
| --- |
| **Qualifications and Training**<br>Successful completion of relevant digital forensics courses:<br><ul><li>Digital Media: XWays and/or Axiom; or</li><li>Mobile Devices: MSAB XRY, Cellebrite and/or Oxygen.</li></ul>**Experience**<br>Evidence handling experience through working within a law enforcement and/or other digital forensic environment.<br>Experience of working within an ISO 17025 and/or ISO 17020 environment.<br>**Skills**<br>Nil<br>**Knowledge**<br>Working knowledge of BS EN ISO/IEC 17025 / 17020, ILAC G19 Modules in a Forensic Science Process and Forensic Science Regulators Code of Practice and Conduct. |

## H  Additional Information

| |
| --- |
| Whilst the role does not include the viewing of extracted digital evidence the post holder may, from time to time, be exposed to child abuse images and videos and /or instances of extreme violence or other material of a disturbing or distressing nature. |
| For Panel to complete only:<br>**Line Manager Approval:** (this is only signed off when the line manager has approved the final version) |

**Panel Approval:** (this will only be signed off once the job has gone through the Job Evaluation Panel)
**Date:**Click or tap to enter a date.

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to **People & Culture Policy & Reward inbox**

You will be advised of a panel date following receipt of the submission