BRITISH
TRANSPORT
POLICE

Job Description

A Post Details	
Job Title: **Photographic Officer**	Grade: B001
Department: Scientific Support Unit	Division: Select Division
Reports to: Laboratory Services Supervisor	Contract Type: Select Contract Type
Level of Vetting:**Baseline**	Numbers in Post: 2

B Purpose of the Post

Provision of photography, processing, printing services, and administration of photographic management system.

To provide photographic services to the Scientific Support Unit (SSU) and other BTP departments.   The role combines conventional photography, 360 capture and touring, Laser scan capture and processing, as well as the management of platform-based applications (Fotoweb, Socrates)

To assist and advise Scenes of Crime Officers and other police officers, on photographic matters.

To provide photographic and video services to Marketing and Media - PR events, internal publications and Force promotional material.

C – Dimensions of the Post

Non-direct responsibility of Photographic Unit consumables and maintenance budget: £40K

D Accountabilities

- Process, edit and print digital images produced by SOCO's and other officers,

- Undertake technical photography of exhibits, lifts and injury in the photographic studio at SSU, and at scenes of crime upon request.

- Undertake specialist photography techniques and video capture at crime scenes or other locations as directed by Scientific Support Management.

- **Undertake Laser scan captures at scenes of crime upon request and point cloud data processing.**

- **Capture images using a Gelatin Lift Scanner**

- Production of 360 Tours of Scenes of Crime and other sites as required

- Maintain records of all jobs done by the Photographic Department on the Scientific Support Case Management System.

- Manager and Fotostation. Ensuring archives are always accessible online.

- Administration of Socrates (Case Management System), ensuring the application runs accordingly. Be the first point of contact for dealing with any issues. Date to date management

Liaise with IT and external providers in matters related to the proper running of the photographic management system and case management system.

- Ensure all administrative systems used are kept up to date, auditable and in accordance with all legal guidelines including Data Protection and Freedom of Information.
- Ensure ISO and all photographic procedures are implemented, and are periodically reviewed in order to keep them up-to-date in relation to the photographic field development.
- Develop and implement training and induction courses according to SOCOs and other officer's needs.
- Keep a complete and accurate asset register of all photographic equipment used by Scientific Support and to liaise with external providers for repairs and yearly services.
- Carry out stock checks and ordering of digital and conventional photographic consumables using the Force procurement system.
- Provide Public Relations photography and video for BTP upon requestsupport Media & Marketing by providing Public Relations photography and video.
- Ensure maintenance and compliance with Health & Safety including COSHH, PPE, Manual Handling, Risk Assessments, and DSE.
- Liaise with other Police Forces to share ideas and knowledge on equipment, procedures and policies.
- Be willing to undertake personal development and training, including CPD

E Decision Making

Make Decisions

Significant say in decisions

Photographic Equipment Specifications
Scene of Crime Image Capture
Best Practice in relation to Photographic Processes and Techniques

F Contact with Others

Internal

The work of the post holder involves liaison with all staff within SSU and Force Officers – up to and including Senior Management.

Media & Marketing

External

The post holder will expect to have contact with Home Office Forces, suppliers to the SSU, the Crown Prosecution Service and any other interested parties as appropriate to fulfill their duties.

Victims of crime

The Post holder will represent BTP at Meetings
The Post holder will represent BTP at Events

G Essential Criteria

Qualifications and Training:

- BTECH National Degree in Photography or relevant experience as a Photographer within a forensic environment
- Full, clean driving license

Experience:

- Proven working experience as a photographer
- Proven experience of working with specialist photographic software: Adobe Suite or similar, DAMS, 360 processing

Skills:

- Have excellent admin, organisational, communication & interpersonal skills
- Competent in the use of IT systems including MS Word, Outlook and Excel
- Ability to influence others.
- Proven ability to work on own initiative & as part of a team
- Ability to work under pressure and make decisions.
- **Ability to plan and manage time and effectively prioritise workloads.**

Knowledge:

- Excellent knowledge of Photographic Techniques and how to apply them
- Working knowledge of Photoshop.
- Knowledge of 1:1 Photography
- To have a good working knowledge of Health and Safety at Work Act 1974 to include all areas relating to a laboratory, including COSHH.

Desirable criteria:

Qualifications and Training:
- Undergraduate degree in Photography

Experience:
- Experience of working in a police environment
- Experience of working in both conventional and digital fields
- Experience of public relations photography

Knowledge:
- Knowledge of FotoStation / Color Factory/ Fotoweb software
- Knowledge of Point Cloud Data processing
- Working Knowledge of Forensic Case Management System
- Working Knowledge of Photographic Platforms for distribution of images

H Additional Information

The post holder will be willing to undergo training whether internal or external.

Travel will be necessary to attend photographic events or scenes

The post holder may be required to work additional hours at short notice as required.

For Panel to complete only:

Line Manager Approval: Farhana Nanji

Panel Approval: Reward Team

Date: 18/10/2022