

## 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:        | Central Submissions Supervisor | Current Grade: | B002   |
| Department:       | Scientific Support Unit        | Area:          | FHQ    |
| Reports To:       | Forensic Services Manager      | No of Posts:   | 1      |
| Level of vetting: | BV                             | Post Number:   | HQ2915 |

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

To supervise the Central Forensic Department and Property Department and its staff in order to provide an efficient and effective service for the British Transport Police.

To ensure adherence to Best Value and to authorise forensic spend

To ensure that forensic submissions are carried out to the highest standards in line with national and other legal guidelines.

To maintain an efficient centralised submission system for forensic evidence as to achieve results from a financial and evidential perspective.

To maintain an efficient property system.

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

#### Financial – Direct or Non-Direct

Collating accrual figures monthly

Checking invoices are accurate and authorising payment

Approving estimates of work in line with best value

Authorisation of work in relation to forensic viability ensuring value for money at all times

#### Staff Responsibilities – Direct or Non-Direct

Manage a team

#### Any Other Statistical Data

Review performance of suppliers and consumables companies

Collate performance information for Force

Keep up to date on new equipment and techniques

Attend Forensic Strategy Meetings

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

Supervise the staff of the Forensic Submissions and Property departments. Manage the day to day running of both units. Setting objectives and managing staff performance in line with Force and departmental strategies.

Oversee the maintenance of equipment in both units and to ensure maintenance contracts are kept up to date, as well as oversee the backup of data held by both unit servers.

Produce performance management information and analysis for the Force.

Decision making in regards to forensic submissions and authorising such submissions taking into consideration forensic viability against cost and adherence to Best Value. To also screen all documentation and packaging to ensure evidence is preserved and forensic viability

Attending forensic strategy meetings with officers and making decisions about the viability and cost effectiveness of exhibits.

Attend court when required and peer review any reports/statements written by staff.

Monitoring non-authorized trends to develop training procedures to aid better recovery and packaging of exhibits.

Liaise with forensic providers about potential of cases and authorise estimates of work.

Monitor the forensic providers performance.

Ensuring quality assurance of evidence from statements. Determining the value the statement gives to the overall investigation.

Ensure exhibits are returned and disposed of and ensuring a well-maintained property system is established

Ensure ISO 9001 and 17025 standards, as well as policies, are adhered to and reviewed & updated periodically as changes to legislation or working practice are identified.

To comply with Health and Safety regulations (e.g. Manual Handling, Risk assessment, COSHH) and ensure the health and safety and welfare of staff.

Co-ordinate the SSU training delivered to the Force and ensure it is up to date.

To ensure all administrative systems (CMS) are kept up to date, auditable and in accordance with all legal guidelines including Data Protection and Freedom of Information.

Be willing to undertake personal development and training and to undertake any other duties, as directed.

**E. DECISION MAKING:**

**Make decisions**

Case prioritisation and quality checking

In regards to forensic submissions and authorising forensic work to be done ensuring value for money. Ensuring teams decisions are transparent and there is a governance process in place

Identify performance and training requirements for all staff

**Significant say in decisions**

Setting PDR objectives and priorities for the unit

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

**Internal**

The work of the post holder involves liaison with all staff within Scientific Support and all Force staff

**External**

Liaison with other Home Office Police Forces, independent Forensic Providers, Crown Prosecution Service, maintenance companies and chemical and biological waste companies and with suppliers to SSU.

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

**Essential Criteria:**

**Qualifications and Training:**

The post holder will be qualified to degree level in biological sciences

**Experience:**

**Skills:**

Excellent organisational, administrative and interpersonal skills are essential with the ability to communicate both orally and in written report form, with people at all levels.

Excellent IT skills and communication skills

Ability to work under pressure and make decisions.

Ability to deal effectively with all levels within the organisation as well as with external parties, including regulatory bodies.

Proven ability to work on own initiative

Proven strong problem solving ability with attention to root cause.

**Knowledge:**

Good knowledge of the application of forensic science

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**Desired Criteria:**

**Qualifications and Training:**

Other relevant academic qualifications or equivalent work-based professional qualifications would be desirable  
It is desirable that the post holder has a full clean driving license.

**Experience:**

It is desirable that the post holder has experience of supervising staff and carrying out day to day management of teams.

**Skills:**

**Knowledge:**

It is desirable that the post holder has knowledge of working in a Police environment with working knowledge of Police procedures in relation to continuity and storage of exhibits.

**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 job requires meticulous attention to detail and concentration to ensure no errors occur or paperwork is lost or misfiled.

**I. AUTHORISATION DETAILS**

|                     |               |       |          |
|---------------------|---------------|-------|----------|
| Prepared By:        | Farhana Nanji | Date: | 22/06/10 |
| Area Commander /FHQ | Hacer Evans   | Date: | 01/07/10 |
| HoD:                |               | Date: |          |
| Evaluation Panel:   |               | Date: |          |

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