

Integrity

Professionalism

Fairness

Respect

Dorset Police



## Job Description

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <b>Date:</b>                        | November 2020                     |
| <b>Job Title:</b>                   | <b>Workforce Strategy Lead</b>    |
| <b>Post Number:</b>                 | Vacancy 389                       |
| <b>Division/Department/Section:</b> | Forensic Capability Network (FCN) |
| <b>Line Manager:</b>                | Director of Science               |

### 1. PURPOSE

Policing in the UK faces a series of challenges as it seeks to modernise, become more efficient, and make the most of technology and innovation to respond to modern and future demands. As an integral part of Policing, forensic science is facing these challenges too. The Transforming Forensics (TF) Programme, designed to support forensic science to turn this challenge into an opportunity and deliver high quality, specialist forensic capabilities by networking existing services to share knowledge and improve resilience, efficiency, quality and effectiveness. This approach is the recently formed Forensic Capability Network (FCN).

The workforce is our most valuable asset in a co-ordinated forensic service and without addressing workforce issues the FCN will not be able to deliver its vision.

The FCN Workforce Strategy Lead is a national role and will include strategic activities, guidance and support to the FCN Quality and Science teams and broader policing community. The post will lead workforce activities within traditional and digital forensics which include; recruitment and selection, education and training, workforce competence, continuous learning culture and workforce planning.

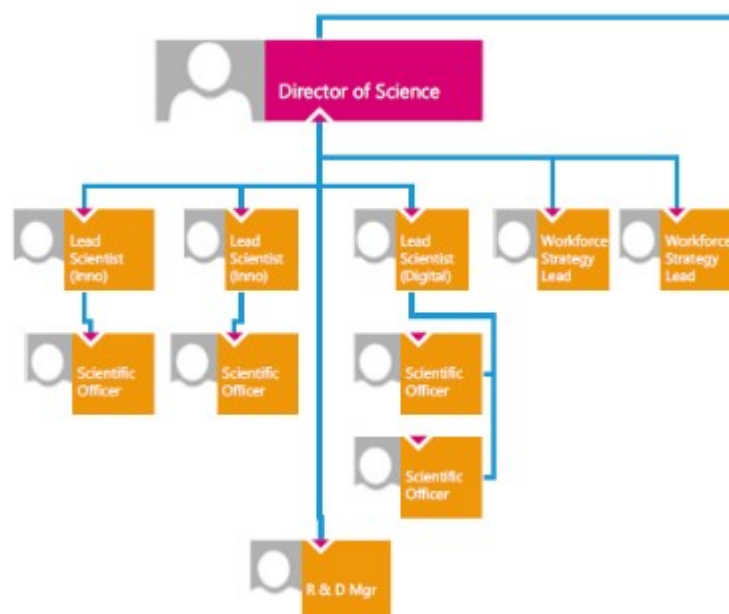
The FCN Workforce Strategy Leads will develop and lead a National Workforce strategy to establish a roadmap on the development of the Forensic Science workforce. They will identify the direction of the future workforce demands in Forensic Science and identify any strategic gaps that the community will need to consider. They will work closely with Force Managers and Key Stakeholders within the wider Criminal Justice System in the delivery of a robust programme for progressing the requirements within the workforce strategy.

## **2. POSITION IN THE ORGANISATION**

The FCN core team comprises staff across four main pillars: Science, Commercial, Quality and Operations with an Executive team overseeing and managing all the activities.

This is a strategic national role and will include influencing and supporting Forensic experts across the policing community to deliver an effective standardised approach to training and competence.

This role sits directly under the Director of Science.



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| <b>People who work directly for this post</b>  |
| <p>Nil direct reports but this role is responsible for co-ordinating and directing the activity of individuals across FCN and/or Transforming Forensics Teams undertaking workforce development activities.</p> <p>This position will have regular contact and be guided by, external stakeholders such as Academia, College of Policing, Forensic Sub Group (co-chaired by Home Office and Ministry of Justice), Criminal Justice Partners (such as Crown Prosecution Service) National Police L&amp;D Group, and Forensic Leaders. They will chair national and regional meetings and contribute to progression of workforce development within the whole Criminal Justice System.</p> |

| <b>3. MAIN RESPONSIBILITIES</b>  |   |
|--|---|
| <b>What is the post responsible for?<br/>(INPUT)</b>   | <b>With what results?<br/>(OUTPUT)</b>  |
| The Workforce Strategy Leads will be responsible for setting the strategic direction for the workforce strategy for Forensic Services across the FCN and its members, aligning this with the wider direction defined by Senior Forensic Stakeholders.  | Provide oversight, co-ordination and direction to national Workforce strategy activity that reflects the needs of Forensic Science staff in England and Wales to meet the needs of the business, the profession and accreditation to international standards. Through workforce planning the role will consider skill set requirements for current and future capabilities. |
| Lead, through engagement with national network of Forensic Specialists a programme of change across forensic disciplines that drive professionalisation of the workforce and embed a continuous learning culture, meeting the requirements of the workforce strategy and the needs of the Criminal Justice System. | Delivery of an agreed national Workforce Programme Plan to address risks in the workforce, driving professionalisation to meet the needs of future Forensic Service capabilities.   |
| Develop, through engagement with national network of Forensic Specialists, a programme of competency assessment and review across all forensic disciplines.  | An agreed national competency framework approach to reduce disparity, improve effectiveness and meet the needs of the business, the profession and accreditation to international standards.  |
| Work with national policing L&D Boards to understand, influence and improve delivery of the Forensic workforce to Police officers, Police staff and other Stakeholders.  | Recognised approach to Forensic Science training requirements and delivery methods for policing consistency.  |
| Lead on strategic relationship management with Academia, Industry and other Stakeholders with regards to workforce development activities, driving the professionalisation of the workforce.   | Nationally approved education and training programmes for all forensic disciplines, offering efficient and flexible entry routes into the profession. Realise opportunity to benefit from Academia and Industry to ensure research and development is an integral feature of educational and training provision.  |
| Lead, influence and chair national Workforce Forums to review skill and workforce issues and agree how they should be addressed.   | Establish national Workforce Forums for key Senior Forensic Stakeholders with agreed terms of reference to produce sustainable workforce skills in support of forensic capabilities. The forum will be supported by a network of workforce working groups.  |
| Implement, manage and co-ordinate a capability skills map, working with Managers to ensure that skills and capability gaps across the FCN members are addressed and delivered.   | To ensure that skills and capability gaps across Police forensics are recognised and fed into the FCN Science and Quality pillars for future planning and to inform the NPCC Forensic Portfolio of issues and risks.  |

| <b>3. MAIN RESPONSIBILITIES</b>   |  |
|---|--|
| <b>What is the post responsible for?<br/>(INPUT)</b>  | <b>With what results?<br/>(OUTPUT)</b>   |
| Providing workforce advice and support to the FCN and its members.  | Specialist advice, guidance and support to all relevant members across the Forensic community resulting in effective, compliant and efficient processes. |
| Work with Stakeholders, Specialists and FCN members to identify how changes to the workforce can be delivered more efficiently to provide improved learning outcomes.   | Identify improvements and efficiencies in the way training is delivered and maintained across Police forensics with standardised models being deployed.  |
| This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.  | Completion of duties to meet the needs of the Police Service.  |
| <b>4. CONTACTS</b>  |  |
| 1.  | FCN Directors and staff  |
| 2.  | Academia and Industry  |
| 3.  | Forensic Leaders   |
| 4.  | Force Forensic Experts and Practitioners   |
| <b>5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION</b>   |  |
| <p>The post-holder will work in a challenging and demanding role which will require an agile working approach, with a mixture of home working and working from an operational base.</p> <p>There will be a requirement for regular travel and working away from home on an occasional basis.</p> <p>The Force Values together with the Police Staff Standards of Professional behaviour are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.</p> |  |

## **6. HEALTH & SAFETY TRAINING**

VDU assessment.

Your Line Manager has the responsibility to refer to the risk assessment appropriate to your role. To identify any additional health and safety training required. For example, Manual Handling training, VDU assessment, Control of Substances Hazardous to Health, etc.

## **7. HEALTH MONITORING**

Not applicable.

## **8. VETTING**

MV vetting clearance required.

## **9. TERMS OF APPOINTMENT**

The commencing salary will be within Scale K starting at £53,565 rising by increments to £59,898.

Current office hours are 8.40 am to 5.00 pm Monday to Thursday and 8.40 am to 3.40 pm Friday. The office is closed on Saturdays (five-day week). The emphasis will be on completion of the work rather than the hours performed, but clearly within the constraints of the Working Time Regulations.

This is a national role and whilst the employment will be to Dorset Police there is no expectation to relocate. The successful applicant will be home based although UK-wide travel will be required.

Although it is envisaged that roles will be performed predominantly on a flexible/home/remote working basis this may naturally evolve as the FCN builds and people will be advised of any change to this at the earliest opportunity including any impact on claimable expenses.

## 10. PERSON SPECIFICATION

### Essential Criteria

| Criteria to be measured | Competencies Required   |
|-------------------------|---|
| <b>Criteria A</b>       | A degree level qualification or equivalent proven knowledge and experience in developing and enabling effective workforce strategy across a complex organisation.   |
| <b>Criteria B</b>       | Proven significant knowledge and experience to include design and implementation of learning and development programmes, workforce management strategies and competency frameworks that meet accreditation requirements to ISO17025, ISO17020 or similar related standards.                                       |
| <b>Criteria C</b>       | Proven, extensive and leadership experience within complex organisations where the interests of many stakeholders need to be managed and balanced. Experience of Managing Change programmes and positively influencing at senior levels where the interests of many Stakeholders need to be managed and balanced. |
| <b>Criteria D</b>       | Self-motivated with excellent interpersonal skills including a proven ability to build relationships and confidence of colleagues and managers.   |
| <b>Criteria E</b>       | Possesses proven influencing and leadership skills with the ability to motivate others and drive continual improvement.   |
| <b>Criteria F</b>       | Able to demonstrate attention to detail and able to plan and organise time and prioritise work effectively by having excellent organisation and planning skills with the ability to prioritise a demanding workload and resources to meet objectives and deadlines.   |
| <b>Criteria G</b>       | Experience and ability to identify future solutions working with Academia and Industry which is then driven forward into the delivery of a strategy.  |

### Desirable Criteria (if applicable)

| Criteria to be measured | Competencies Required   |
|-------------------------|---|
| <b>Criteria H</b>       | A degree level qualification in a learning and development, training or assessment discipline.                |
| <b>Criteria I</b>       | Formal Workforce Strategic Management qualification and membership of relevant professional bodies (ie CIPD). |
| <b>Criteria J</b>       | Formal qualification or training in a Science, Forensic Science or a Policing related field.                  |

01-08-19

29.09.20

February 21