


ROLE PROFILE	Regional Forensics Video & Audio Examiner	 Devon & Cornwall Police
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SECTION 1: PRINCIPAL RESPONSIBILITY

Principal Responsibility	<p>The principal responsibility is to provide a Digital Imaging service to the South West Regional Forces. In particular to:</p> <ul style="list-style-type: none"> Producing audio, still/moving imagery as required, image display products/mediums including electronic mediums of audio, video, digital, computer and conventional photography. Edit, enhance, produce and publish as necessary evidential images and digital video taken at or seized from crime scenes for the investigative and judicial process all to an evidential standard. To attend crime scenes to recover CCTV evidence. <p>In addition there are some functions that are intrinsic to the role. An employer's duty of care and current legislation allows the Force to establish if a potential applicant could carry them out, either with or without reasonable adjustments. These functions are:</p> <p>Manual Handling, Lone working, working at night, Working with Chemicals/ Biological Hazards, Working with Equipment / Machinery with Potential to Cause Harm, Working with Disturbing Evidence/Observation of Disturbing Circumstances, Working in Environment with Potential for Conflict, Violence etc.</p> <p>To assist in ensuring applicants would be able to undertake these functions of the role, it will be necessary for the enhanced medical questionnaire provided with the application material to be completed. A medical assessment of the information provided in that questionnaire will be undertaken and may subsequently require a consultation with Occupational Health.</p> <p>Designated Powers in relation to seizure, handling and creation of exhibits.</p> <p>The postholder may be required undertake other duties which are not necessarily specified on the role profile, but which are commensurate with the role</p>				
Role Type/Family	Police Staff	Grade	7	Vetting Clearance	SC
Medical Assessment	Enhanced			JE Ref.	B187
Political Restrictions	None specific to this role – refer to PSD20 working practice for more information				
Role-Specific Training and CPD to be undertaken.					

SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

Formal Qualifications required	<ul style="list-style-type: none"> • HND or equivalent qualification in audio visual or similar field or relevant experience. • Hold a full UK driving licence – or be able to have suitable personal arrangements to be transported to various locations to undertake role as and when required. 	
Essential experience and specialist skills and knowledge	<ul style="list-style-type: none"> • Experience of using CCTV computer software, CCTV digital and analogue recording systems in addition to MS Windows and Macintosh operating systems. • Experience of media production to include editing and enhancement of video, audio and photographic material. • Experience and working knowledge of imaging CCTV/video systems, video and digital recording principles, and photographic processing techniques. • Practical experience in photography, video/audio production and in computer authorising and basic computer maintenance. • Experience of working in a professional technical environment involving video, audio, photography and of image processing software for creative design and production of media. • Technical understanding of image recording systems with the ability and experience in recognising different commercial CCTV recording systems and copying, processing and editing of recorded media. • An understanding of the requirements to ensure continuity of evidence, adherence to ACPO guidelines and principles for computer based electronic evidence. • Ability to communicate clearly at all levels such as with Police Officers, Crime Scene Co-ordinators, Home Office Pathologists and other professional persons including the production of evidential reports/statements for court. 	
Essential Behavioural Competencies	<ul style="list-style-type: none"> • Openness to Change • Respect for race and diversity • Teamworking • Community and customer focus 	<ul style="list-style-type: none"> • Effective Communication • Problem Solving • Planning and organising • Personal responsibility

SECTION 3: BEHAVIOURS

BEHAVIOURS

LEADERSHIP

Openness to change

Understands the need for change and is willing to adapt to it. Is flexible and prepared to try out new ideas.

WORKING WITH OTHERS

Respect for race and diversity

Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

Teamworking

Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

Community and customer focus

Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.

Effective communication

Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.

ACHIEVING RESULTS**Problem solving**

Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.

Planning and organising

Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

Personal responsibility

Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.