


ROLE PROFILE	Digital Forensics Manager	 Devon & Cornwall Police
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SECTION 1: PRINCIPAL RESPONSIBILITY

Principal Responsibility	<p>The principal responsibility is to manage the Data Forensic Team in the examination of electronic devices, including computers and mobile devices, in all levels of crime investigation across the South West Forces. In particular to:</p> <ul style="list-style-type: none"> • Responsibility for the management of technical investigations involving the securing and retrieval of data from seized computers and mobile devices, including configuration of operating systems and applications. • To attend searches where necessary, producing technical documentation in relation to data retrieved from digital devices and media. • Assist in level 2 criminal investigations as directed by Force/Regional tasking to allow Force targets to be achieved efficiently and effectively. Liaise with other law enforcement agencies and co-ordinate other investigative efforts. • Act as a Digital Forensic coordinator of staff and resources for investigations that require a multi discipline technical response across a single, or multiple, South West Force(s). • Manage unit performance, which should directly link to Force performance framework and quality management systems. <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.</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 the Occupational Health Support Unit.</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	10	Location	Forcewide	Vetting Clearance	SC
Medical Assessment	Enhanced				
Political Restrictions	None specific to this role – refer to PSD20 working practice for more information				

Role-Specific Training and CPD to be undertaken.	
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SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

Formal Qualifications required	<ul style="list-style-type: none"> • A relevant degree or equivalent, and/or proven operational experience as a Digital Forensic Investigator or in an investigative role involving digital evidence. • 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"> • Previous supervisory/management experience including prioritisation of workloads, team and individual development and performance management • A high level of understanding in relation to computer data storage, Windows operating system file directory structures, electronic directory file management, and applications software including Microsoft Word and Excel. • Knowledge and understanding of current legislation and practice guidance for the seizure and processing of computer and mobile device evidence. This includes a good working knowledge of ACPO guidelines in relation to seizure of exhibits, scene management and recovery of data. • Ability to work in challenging situations, including viewing offensive and distressing material (such as child abuse images) on a regular basis • Operate on own initiative, and as part of a team, accounting for own actions and decision making during examination processes. • Proven organisational skills including maintaining continuity and integrity of exhibits, detailed recording and retention of information, secure storage and backup of data and evaluation of completed analyses. • Demonstrable ability to communicate effectively including conveying complex and technical information, preparation and production of detailed reports and documents and delivering presentations to all levels. • Successful completion of computer forensic training. 	
Essential Behavioural Competencies	<ul style="list-style-type: none"> • Openness to Change • Maximising potential • 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

Maximising potential

Actively encourages and supports the development of people. Motivates others to achieve organisational goals.

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.