

**NORTHAMPTONSHIRE POLICE**  
**ROLE DESCRIPTION**

**ROLE:** Digital Forensics Technical Manager  
**SCALE:** **SO2**  
**PLACE OF WORK:** Digital Hub, FHQ  
**SUPERVISION AND CONTROL:** Detective Sergeant

**PURPOSE OF THE ROLE:**

The purpose of the role is to manage and deliver an effective and efficient, high quality digital service to Northamptonshire Police, the community and the Criminal Justice System (plus other forces within the East Midlands region as required) through the management and development of staff, methods, processes, continued ISO17025 accreditation and the Forensic Science Regulator's Codes of Conduct.

This covers all technical aspects and quality of laboratory activities for digital forensics including computers, mobile devices, electronic storage devices, kiosks and CCTV/video as well as other areas brought into scope by the Forensic Science Regulator.

**PROBLEMS AND CHALLENGES**

- The potential for exposure to indecent images of children and other distressing and unpleasant images and videos.
- The rate of change of technology.
- Building, maintaining and influencing good working relationships.
- Ensuring continued compliance with the requirements of:
  - General Requirements For The Competence Of Testing And Calibration Laboratories (BS EN ISO/IEC 17025:2017);
  - Modules in a Forensic Science Process (ILAC-G19); and
  - The Forensic Science Regulators Codes of Practice and Conduct for Forensic Science Practitioners

<b>Issue No:</b> 4	<b>Uncontrolled Document</b>	<b>Issue Date:</b> 06/09/2022
	<b>AUTHORISED COPIES ONLY</b>	
<b>Document Reference:</b> NOR-JD-132	<b>Not Protectively Marked</b>	<b>Authorised by:</b> DI Gary Collins
	<b>Page 1 of 5</b>	

## MAIN RESPONSIBILITIES:

The main responsibilities of the post holder are to:

1. Deliver and maintain ISO17025 accreditation across the Digital Forensics Unit (DFU) in line with local, regional and national legislation and policies.
2. Establish, review, maintain and develop existing and new analytical procedures and methods for digital forensics and communicate any changes to staff.
3. Manage, develop and maintain all method and tool validation and test/calibration processes to ensure that all hardware, software and methods used in the DFU are compliant and fit for purpose.
4. Develop, maintain and ensure compliance with Quality Management System (QMS) including adherence to Quality Procedures (QPs), Technical Procedures (TPs) and Work Instructions (WIs).
5. Lead on technical matters and provide expert guidance to practitioners in relation to digital forensic activities within Northamptonshire Police.
6. Exploit emerging and existing technology to solve problems and deliver innovative digital services for the DFU and the Force as a whole.
7. Manage & configure the DFU's hardware and software assets to ensure they provide value to the Force.
8. Lead on policy development and undertake projects and initiatives to enhance the performance of the DFU.
9. Concurrent management of projects and resources in the digital forensics unit as they relate to quality and technology.
10. Lead on information security for the DFU, assessing and mitigating risks as appropriate in order to comply with the FSR Codes of Practice.
11. Understand and manage the needs of all stakeholders, keeping them in mind when taking actions or decisions, considering threats and risks to the strategic objectives of the DFU and the Force and recommend options to mitigate these when appropriate.
12. Deliver continuous improvement of DFU performance including the completion and corrective action from internal audits, problem solving, investigation of anomalies including root cause analyses for non-conformances and trend analysis.
13. Support the competency of all technical staff by identifying training needs and documenting evidenced competency assessments.
14. Evaluate the risk of non-conformance and where necessary, support the DFU Supervisors in rectifying the non-conformance to ensure continued delivery of technical operations.
15. Advise the DFU Supervisors and stakeholders on technical matters and strategy in relation to the DFU's day to day operations, including identifying emerging technologies to be assimilated, integrated and introduced within the department, contributing to policy development and undertaking projects which could impact on the service offered.
16. Maintain your own continued professional development, ensuring competence in the areas for which you are the Technical Manager.

<b>Issue No:</b> 4	<b>Uncontrolled Document</b> <b>AUTHORISED COPIES ONLY</b>	<b>Issue Date:</b> 06/09/2022
<b>Document Reference:</b> NOR-JD-132	<b>Not Protectively Marked</b> Page 2 of 5	<b>Authorised by:</b> DI Gary Collins

17. Attend regular meetings and maintain good working relationships with partners and key stakeholders including the Quality Management team and other Technical Managers.
18. Coordinate the DFU's participation in Inter-Lab Comparisons (ILC) and Proficiency Testing (PT), prepare ILC material as required and review, report and investigate the results of the DFU submission as appropriate.

In addition to the Digital Forensics Technical Manager role you may be required to conduct digital examinations / investigations commensurate with the role of either a HTCUC Investigator / Technician, Mobile Device Investigator or Forensic Audio & Video Technician / Analyst.

## CONTACTS

Internal:

- Digital Forensics Unit Supervisors
- Senior Management
- Police Officers including Senior Investigating Officers (SIOs) and members of Police Staff.

External:

- EMSOU-FS colleagues.
- Other Law Enforcement Agencies.
- Forensic Science Regulator's office.
- Members of the public, including course trainers, national advisors (e.g. UKAS) and hardware or software company representatives.
- CPS, Defence and Prosecuting legal teams.

## PERSON SPECIFICICATION

### ESSENTIAL CRITERIA

1. Educated to degree level in Computer Science or Technology or proven substantial relevant experience in this field.
2. Demonstrate advanced competency in digital examinations.
3. Knowledge and extensive experience in the use of a wide range of IT systems gained in a forensics role including a good understanding of PC hardware and software.
4. In depth knowledge and experience of International Standards and relevant guidance material: BS EN ISO/IEC 17025:2017, ILAC G19 Modules in a Forensic Science Process and Forensic Science Regulators Code of Practice and Conduct.
5. Previous working experience of developing, implementing and reviewing initiatives, policies and procedures to meet departmental and organizational goals.
6. Demonstrate an understanding and commitment to Continuous Professional Development, ensuring technical competences and expertise are kept up to date with industry developments.

<b>Issue No:</b> 4	<b>Uncontrolled Document</b>	<b>Issue Date:</b> 06/09/2022
	<b>AUTHORISED COPIES ONLY</b>	
<b>Document Reference:</b> NOR-JD-132	<b>Not Protectively Marked</b>	<b>Authorised by:</b> DI Gary Collins
	<b>Page 3 of 5</b>	

7. Be a confident communicator in both verbal and written skills including report-writing with a personable, professional manner and the ability to interact and relate to all levels of staff and officers.
8. Highly developed interpersonal skills demonstrating the ability to build, maintain and influence good working relationships with all appropriate internal and external stakeholders.
9. Adopt a methodical approach to detail whilst working to strict procedures and protocols and at the same time identify and recommend improvements where necessary.
10. Ability to deliver against demanding performance requirements, meet deadlines and evaluate, prioritise and organize a busy schedule of work and respond to changing operational situations.
11. Demonstrate understanding of the principles, methods, techniques and tools for the effective management of a project as it relates to digital forensics, quality and technology management.
12. Demonstrate strong and innovative problem solving and decision making skills with a critical and analytical approach and the ability to work on own initiative.
13. Hold a current full driving license, have the ability to travel and pass the force driving test.
14. Act with integrity and demonstrate an understanding and respect for the opinions and needs of others in line with the Force's Equality and Diversity Policy.

#### DESIRABLE CRITERIA

1. Hold a recognised computing, science, technology or engineering professional qualification (e.g. CITP, CEng, CISSP) and/or Digital Forensics professional qualification / certification.
2. Experience of carrying out internal audits to ISO 27001 and/or ISO 17025.
3. Have knowledge and experience of working in a recognised quality management, digital forensics or other heavily regulated and audited environment.
4. Demonstrate specific skills in one or more digital forensics tool used for the examination/analysis of computers, mobile devices or video.
5. To have worked within a police environment and have an understanding of the investigative role.

#### **INFORMATION SECURITY**

Personnel are required to observe best practice at all times, in terms of applying rigorous information security considerations throughout all aspects of their work. Information must be stored, handled, distributed and disposed of by varying secure means, proportionate to the potential risk of inadvertent loss, compromise or disclosure. All individuals have a primary responsibility to protect the confidentiality, integrity and availability of information used in association with their role, as this is fundamental to delivering business objectives in this rapidly evolving environment

#### **HEALTH MONITORING**

<b>Issue No:</b> 4	<b>Uncontrolled Document</b>	<b>Issue Date:</b> 06/09/2022
	<b>AUTHORISED COPIES ONLY</b>	
<b>Document Reference:</b> NOR-JD-132	<b>Not Protectively Marked</b>	<b>Authorised by:</b> DI Gary Collins
	<b>Page 4 of 5</b>	

The Digital Forensics Unit Technical Manager will, during the performance of their duties, potentially view illegal, distressing and distasteful still and moving images. The Force will provide psychological support when required. Where appropriate you will be expected to engage with relevant counselling services and you will be required to attend an annual review.

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

**NOTE:**

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

**CONDITIONS OF SERVICE**

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with a further 5 days after 5 years continuous service.

<b>Issue No:</b> 4	<b>Uncontrolled Document</b>	<b>Issue Date:</b> 06/09/2022
	<b>AUTHORISED COPIES ONLY</b>	
<b>Document Reference:</b> NOR-JD-132	<b>Not Protectively Marked</b>	<b>Authorised by:</b> DI Gary Collins
	<b>Page 5 of 5</b>	